



Dundee-Crown High School Student Handbook 2016-2017

**DEVON LAROSA
PRINCIPAL**

1500 Kings Road, Carpentersville, IL 60110
Telephone: 224-484-5000

Name: _____
Address: _____
City/Town: _____ Zip Code: _____
Phone #: _____
Student No.: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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CHARGER FIGHT SONG

*ON CHARGERS, DUNDEE-CROWN,
WE PROUDLY MEET OUR FOE.
GO CHARGERS, DUNDEE-CROWN,
TO VICTORY WE KNOW.
WIN CHARGERS, RED AND BLUE,
DEFENDERS OF OUR NAME!
AND NO MATTER WHERE WE
GO, GO, GO!
FIGHT, FIGHT, FIGHT!
ONWARD TO VICTORY.*

OUR VISION:

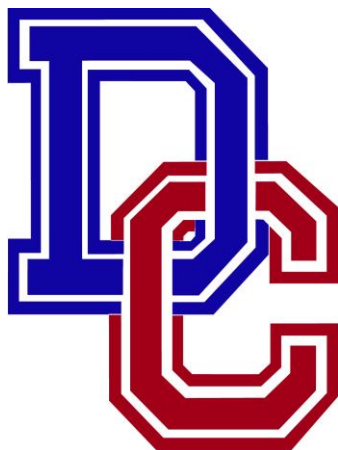
At Dundee-Crown High School, every member of our learning community will strive for excellence, find strength in diversity, value collaboration, and model effective practices.

OUR CORE BELIEFS:

- We will value and respect all students and expect their best effort each day.
- We will provide opportunities to prepare students for life beyond D-CHS.
- We will strive to meet the needs of all learners by building positive relationships and making decisions that encourage their success.
- We will collaborate with one another respectfully and professionally as we work to better ourselves.
- We will invite parents and community members into the life of the school as they are a valuable asset.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. In addition, all dates and times for school-related activities and events are accurate as of June 2016 and are subject to possible changes throughout the 2016-2017 school year. Parents and students will be notified in the best means possible if changes are necessary. Please reference the D300 web page (www.d300.org) for up-to-date District calendars. You can also visit Dundee-Crown High School online (dchs.d300.org) for school-specific information.





Dear Students of Dundee-Crown High School:

Welcome to the 2016-2017 school year at Dundee-Crown High School. As you start this school year, it should be with anticipation of all the new experiences that will be yours. All students, teachers, administrators and other personnel assigned to the school have one thing in common: we are all part of this excellent institution.

This handbook has been prepared as a guide for our students to become acquainted with the policies and procedures that will be followed during the school year. As with any guide, it only serves as a framework about which you should plan your activities. It is not possible to cover every situation in great detail but only to give you the essentials upon which to start. In the absence of specific instructions, you should comply with the spirit of good citizenship and when in doubt, talk it over with your teachers.

You are the most important part of this fine school. Without you, the school would cease to exist. Be honest, carry your fair share of the load, and above all, apply yourself to the task at hand. It is our fondest hope that your high school days will be inspirational and meaningful.

Signed by,

The Administrative Council

BE RESPECTFUL * BE RESPONSIBLE * BE POSITIVE

Community Unit School District 300

Mailing address:
2550 Harnish Drive
Algonquin, Illinois

Tel-847-551-8300 Fax-847-551-8413

<http://www.d300.org>

Dundee-Crown High School

1500 Kings Road
Carpentersville, Illinois 60110

Tel-224-484-5000 Fax-224-484-5098

<http://dchs.d300.org>

BOARD OF EDUCATION847-551-8300

Mrs. Anne Miller, President	Ms. Kym Garcia	Mr. Stephen Fiorentino
Mr. Joe Stevens, Vice President	Mrs. Susie Kopacz	
Mrs. Kathleen Burley	Mr. David Alessio	

DISTRICT 300 ADMINISTRATION847-551-8300

Mr. Fred Heid	Superintendent
Mrs. Kara Vicente	Chief Academic Officer
Mrs. Susan Harkin	Chief Operating Officer

DUNDEE-CROWN ADMINISTRATIVE COUNCIL224-484-5000

Mr. Devon LaRosa	Principal
Mr. Dan Palombit	A.P. for Operations
Mrs. Katie Wishowsky	A.P. for Curriculum & Instruction
Dr. Basilio Salazar	A.P. for Student Services
Mr. Steve Gertz	Athletic Director
Mr. Jason Smith	Dean of Students
Mr. J. Ryan Leist	English Divisional
Mr. Daniel Lindahl	Math Divisional
Mr. Christopher Caramela	Science Divisional
Mr. Gary Glenn	Social Studies Divisional
Mrs. Jamie Randl	Education Services Divisional

BUILDING DEPARTMENT REPRESENTATIVES

AVID Program Coordinator	Ms. Emily Jacobs	224-484-5202
Counseling Department Representative	Mr. Jason Johnson	224-484-5049
Media Center Director		224-484-5061
Testing Coordinator	Mr. Joe Ehmann	224-484-5041

SERVICE PERSONNEL

Building Manager	Mr. Curtis Adams	224-484-5021
Family School Liaison	Ms. Brittni Anderson	224-484-5092
Family School Liaison	Ms. Patricia Moreno DeGavina	224-484-5259
Police Liaison	Officer Erik Quandee	224-484-5031
School Translator	Mrs. Alma Valdivia	224-484-5027
Nurse	Ms. Megan Parker	224-484-5012
Nurse	Ms. Lisa Lane	224-484-5013

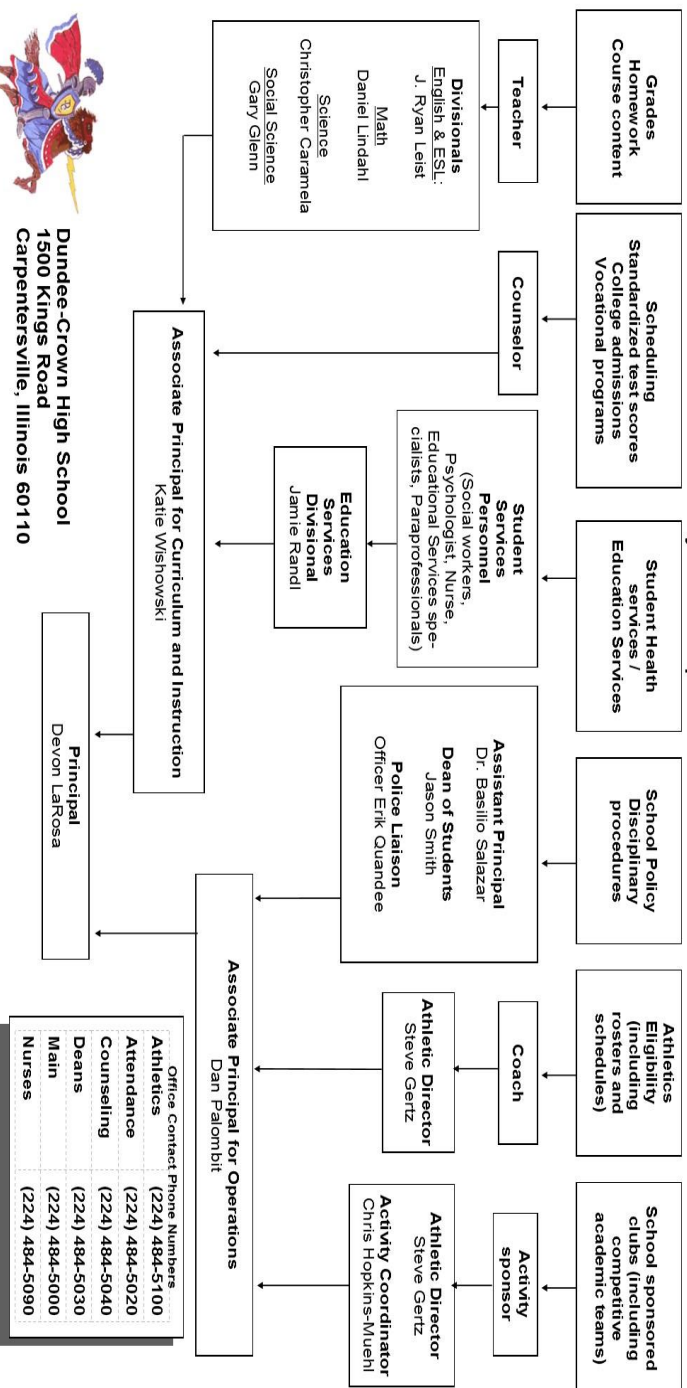
WEBSITE: <http://dchs.d300.org>

News and Information via Twitter: www.twitter.com/DundeeCrownHS

Dundee-Crown High School // Building Communication Flowchart 2016-2017

If you have a question or concern about a school issue, please begin by contacting the appropriate staff member listed in the top row of the organizational chart. If you need further assistance, feel free to contact others listed below. We stand ready to assist you and look forward to keeping the lines of communication open.

Do you have a question or concern about:



Dundee-Crown High School
 1500 Kings Road
 Carpentersville, Illinois 60110

Offices Contact Phone Numbers	
Athletics	(224) 484-5100
Attendance	(224) 484-5020
Counseling	(224) 484-5040
Deans	(224) 484-5030
Main	(224) 484-5000
Nurses	(224) 484-5090

DUNDEE-CROWN 2016-2017 SCHOOL CALENDAR

August

Classes Begin	August 16
Parent/Guardian Open House.....	August 31

September

Labor Day – D300 Closed	September 5
Homecoming Game.....	September 16
Homecoming Dance	September 17

October

Columbus Day – D300 Closed	October 10
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November

Parent-Teacher Conferences; no student attendance	November 21, 22
Thanksgiving Recess – D300 Closed	November 23, 24 & 25

December

Final Exams (see final exam schedule times)	December 14, 15 & 16
Winter Recess.....	December 19 – January 2
District Holiday – D300 Closed.....	December 23, 26 & 30

January

District Holiday – D300 Closed.....	January 2
Classes Resume	January 3
Teacher Institute Day – No School	January 13
Martin Luther King, Jr. – D300 Closed.....	January 16

February

President’s Day – D300 Closed	February 20
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March

Kane County Teacher Institute Day – All District Workshop.....	March 3
Spring Recess.....	March 27 – 31

April

Classes Resume	April 3
District Holiday – D300 Closed.....	April 14
Non-Attendance Day IF NO EMERGENCY DAYS ARE USED (see D300 calendar)	April 17
Prom	April 30

May

Graduation (Sears Centre 10:00am).....	May 20
Final Exams (see final exam schedule times).....	May 23, 24 & 25
Memorial Day – D300 Closed	May 29

*Final Exam dates may be modified based on last day of school.

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TERMINOLOGY

Throughout this handbook, references to “he” or “she” are to imply any student regardless of gender. Dundee-Crown High School does not discriminate on the basis of gender. Also, references to parent(s) are to imply the student’s legal parent(s) or guardian(s).

PERIOD	Regular Day 45 minute periods 5 minute passing periods
10-Minute Bell	7:20
Period 1	7:30 to 8:15
Period 2	8:20 to 9:05
Period 3	9:10 to 9:58 (additional 2 minutes for announcements)
Period 4	10:03 to 10:48
Period 5	10:53 to 11:38
Period 6	11:43 to 12:28
Period 7	12:33 to 1:18
Period 8	1:23 to 2:08
Period 9	2:13 to 2:58
Buses Depart	3:05

<i>Late Start Day/ Delayed Start</i> 30 minute periods 5 minute passing periods	<i>Assembly Schedule</i> 39 minute periods 5 minute passing periods
9:35	7:20
Period 1 9:45 to 10:15	7:30 to 8:09
Period 2 10:20 to 10:50	8:14 to 8:53
Period 3 10:55 - 11:28 (additional 3 minutes for announcements)	8:58 to 9:37
Period 4 11:33 to 12:03	9:42 to 10:21
Period 5 12:08 to 12:38	10:26 to 11:05
Period 6 12:43 to 1:13	11:10 to 11:49
Period 7 1:18 to 1:48	11:54 to 12:33
Period 8 1:53 to 2:23	12:38 to 1:17
Period 9 2:28 to 2:58	1:22 to 2:01
	ASSEMBLY 2:01 to 2:58 (57 minutes for assembly)
3:05	3:05

DUNDEE-CROWN FINAL EXAM SCHEDULE

Specific final exam schedule, including periods and class sequence, will be posted online at www.d300.org or dchs.d300.org

SCHEDULE	TIME
Final Exam	9:45am to 11:10am
Final Exam	11:25am to 12:50pm
Lunch	12:50pm to 1:20pm
Final Exam	1:25pm to 2:50pm
Bus Departure	3:00pm

- Breakfast is available on all three days of exams
- Lunch is served on all three days of the exams during the designated lunch period only
- Exam periods are 85 minutes in length
- Students may leave after their last exam on each day

INFORMATION DIRECTORY

Dundee-Crown High School

Tel 224-484-5000

Fax 224-484-5098

Website: <http://dchs.d300.org>

Athletics and Activity Information	Mr. Steve Gertz	224-484-5023
Attendance	Attendance Office	224-484-5020
Booster Club (Athletics)	Ms. Lynn Konicek	224-484-5100
Building Facilities	Mr. Curtis Adams	224-484-5021
Bus Schedule	Transportation Department	847-658-3262
Emergency Message to Child	Attendance Office	224-484-5020
Grades/Report Cards	Teacher/Subject Area	224-484-5000
Overdue Library Materials	Media Center	224-484-5060
Lost and Found	Dean's Office	224-484-5030
Nurse/Health Concerns	Nurse's Office	224-484-5090
Parking	Mrs. Jean Ziegler	224-484-5028
Police Liaison	Officer Erik Quandee	224-484-5031
Psychologist	Ms. Leigh Harmon	224-484-5040
Psychologist	Dr. Piper Stratton	224-484-5054
Social Worker	Ms. Stephanie Forster	224-484-5047
Social Worker	Mr. Nathan Purcell	224-484-5048
Sports Cancellation	Athletics	224-484-5099
Yearbook	Mrs. Kate Norkus	224-484-5176

COUNSELORS

224-484-5040

Ms. Kimberly Gisch	224-484-5051
Mr. Marcus Harbuck	224-484-5042
Mrs. Kristen Huber	224-484-5046
Mr. Jason Johnson	224-484-5049
Mrs. Beth McKinney	224-484-5057
Ms. Diana Mondragon	224-484-5045
Mrs. Carrie Reynolds	224-484-5055
Ms. Erin Vander Veen	224-484-5058

THE ACADEMIC PROGRAM

ADMISSION TO DUNDEE-CROWN HIGH SCHOOL

One of the requirements for admission to Dundee-Crown High School is the presenting of evidence that the student is a legal resident of the district.

Additionally, admission is normally achieved by one of two methods:

1. Graduation or promotion from an approved elementary or middle school (8th grade).
2. Transfer from some other accredited public or private high school.

Additional requirements include submission of proof of residency, a birth certificate, transcripts or 8th grade report card for incoming freshmen, Illinois State Transfer Form from previous public school and evidence of a physical examination. According to state law, every student must present evidence of a physical examination and immunizations upon entrance or not later than 30 days of entrance into Dundee-Crown High School.

Normally, credits transferred from another school must be in the same or equivalent courses offered in our school.

COLLEGE AND CAREER PROGRAM OPPORTUNITIES

ADVANCED PLACEMENT COURSES

Advanced placement studies are offered in American Government, Art, Biology, Calculus, Chemistry, Computer Science, English Language, English Literature, Environmental Science, Human Geography, Macro Economics, Physics, Psychology, Spanish, Statistics, U.S. History, and World History. AP course offerings vary from year to year based on number of student course requests. Courses in the Advanced Placement Program are college level studies. Students who register for these classes may opt to take the qualifying examinations in May. In certain cases, the opportunity of receiving college credit is available. There is a fee charged for taking these courses. See your counselor or curriculum guide for additional information.

WORK PROGRAM: Open to juniors and seniors only.

TECH PREP – DUAL CREDIT PROGRAM: Qualifying seniors attend D-CHS half of the day and go to ECC campus for classes half of the day.

Programs offered in the following areas: Business & Administration, Engineering & Industrial Tech, Arts & Communication, Human & Public Service, and Health Care.

ACCELERATED COLLEGE-DUAL CREDIT PROGRAM: Qualifying seniors attend ECC full-time for the entire school year.

MIDDLE COLLEGE – DUAL CREDIT PROGRAM: Qualifying seniors attend D-CHS for part of the day and go to ECC campus for 1 or 2 afternoon classes.

D300 INTERNSHIP PROGRAM: Open to juniors and seniors.

OTTO ENGINEERING-BUSINESS/EDUCATION PARTNERSHIP: Qualifying seniors attend D-CHS for part of the day and then go to OTTO Engineering for an afternoon class second semester.

ABC SCHOOL OF COSMETOLOGY: Qualifying seniors attend D-CHS half of the day and go to ABC School of Cosmetology for classes half of the day.

Anyone having questions about the program should contact his or her counselor for more information.

CORRESPONDENCE COURSES

Students in the high schools of Community Unit School District 300 are eligible to apply two (2) Carnegie units of correspondence courses toward graduation.

Coursework must be taken through an approved program of instruction. Courses must be approved by the principal before the student enrolls. The student must submit a certificate of successful completion of the course(s) in order to receive credit. Correspondence or distance learning courses are considered pass/fail and will not be included in the calculation of GPA. All costs must be borne by the student.

GRADES

REPORT CARDS

Students will receive a printed mid-term report and report card at the end of each nine weeks and **are responsible for taking it home**. At the conclusion of the school year, a report card will be mailed home. The basic information included are grade, cumulative credit, and cumulative grade point average. Only the semester grade (18 weeks) is recorded on the student's permanent record and is used in figuring student class

rank. Questions or errors should be discussed with the individual teachers involved.

Parents of students doing unsatisfactory work are urged to meet with the teacher and the student's counselor. Parents and students may also sign up for access to the Infinite Campus portal to monitor student grades. Please check the District #300 website for more information.

Community Unit School District 300 has established the following District wide grading scale (percents) for all schools in District 300.

A (90-100%)	A superior grade, indicating exceptional or outstanding work in both quantity and/or quality.
B (80-89 %)	An excellent and commendable grade, indicating an above-average degree of accuracy and knowledge of the subject.
C (70-79%)	An average grade which designates an adequate and satisfactory performance.
D (60-69%)	A passing grade, indicating below-average work.
F (0-59%)	A failing grade.
MD	This is used to indicate a medical excuse from physical education.
P	BTW (Behind the Wheel) driver education is a pass/fail course.

A cumulative final exam will be given in each class. This exam will count between 10-20 percent of the final grade for the class.

On rare occasions where a student is permanently withdrawn from class(es), the following grades may be recorded on the permanent record:

Withdrawal/Pass (WP)

A student performing at a passing level at the time of expulsion or permanent withdrawal from class for disciplinary or other reasons will receive a grade of WP.

Withdrawal/Fail (WF)

A student performing at a failing level at the time of expulsion or permanent withdrawal from class will receive a grade of WF.

No credit will be assigned for a WP or WF. No reason for the withdrawal will be given on the permanent record.

GRADE POINT AVERAGE/CLASS RANK/WEIGHTED GRADE POLICY

Students receive weighted grades for the purpose of computing class rank. Only letter grades are used to compute the honor roll. Many colleges consider class rank as one way of determining admission. Weighted grades reflect the nature and difficulty of the courses in the curriculum, and their use encourages students to enroll in classes commensurate with their ability. The following grade point values are used:

<u>Grade</u>	<u>500-level (+2.5)</u>	<u>400-level (+2)</u>	<u>300/800-level (+1.5)</u>	<u>200-level (+1)</u>
A	6.5	6.0	5.5	5.0
B	5.5	5.0	4.5	4.0
C	4.5	4.0	3.5	3.0
D	3.5	3.0	2.5	2.0
F	0	0	0	0

- All courses are included in computing class rank. Class rank is determined by using the cumulative grade point average (GPA). Rank and cumulative GPA are reported on the student's report card each term. Also, the selection of the Valedictorian and Salutatorian is based on class rank.
- Correspondence classes and homebound instruction are entered on student records as 200-level weight. The modification of this policy may be made at the discretion of the principal.

CALCULATING A WEIGHTED GRADE POINT AVERAGE

To compute a GPA, first determine the number or quality points earned for each grade in each class based on the charts listed above. Multiply the quality points earned for each course times the credit earned for the class. Total the number of quality points and divide the sum by the credits attempted.

Divide the quality points by the credits attempted to determine the weighted GPA. Use exactly the same method to compute a cumulative GPA. The cumulative average combines grades for all term grades in high school to date. Determine the quality points for all classes attempted and divide by the total number of credits attempted.

HONOR ROLL

An honor roll is announced at the end of each term (18 weeks). Honor Roll status is determined on the basis of the GPA (total points divided by the number of credits attempted).

- 3.00 Honorable Mention *Students who receive a letter grade of D, F, WF, or WP*
- 3.50 Honor Roll *Will not be eligible for honor roll status*
- 3.75 Super Honor Roll

GRADUATION REQUIREMENTS

Graduation from a District #300 high school requires that the student successfully complete the requirements for earning at least twenty-six (26) credits. These requirements shall include a minimum of 120 hours of instruction per credit. The number of credits a student is required to earn to graduate may vary due to the organization for instruction of the particular school. However, each student will be required to earn the credits enumerated below:

1. English - 4 credits
2. Mathematics - 3 credits (**Students need to take Algebra and Geometry, leaving one additional elective math unit e.g. Algebra 2)
3. Science - 2 credits
4. Social Studies – 3 credits to include:
 - 1 credit of U.S. History, 1 credit of World History, 0.5 credit of Global Economics, 0.5 credit of American Government (**Starting with the Class of 2020**, students can fulfill their Global Economics requirement by taking: Global Economics, Introduction to Business, or Personal Financial Concepts.)
5. Physical Education - 3.5 credits
6. Health – 0.5 credit
7. Driver Education – 0.5 credit (May be taken privately but no credit will be awarded. Proof of program completion should be turned in to the student's counselor.) **Valid for the Classes of 2017, 2018, and 2019 only!**
8. Elective credit must be earned from the following three strands with at least 1.0 credit earned in each strand:
 - Strand I: Art, World Language, Music
 - Strand II: Electives in English, Mathematics, Science, Social Science (Credits in this strand must be **in addition** to the core learning area requirements listed above.)
 - Strand III: Business, Family and Consumer Science, Industrial Technology
9. A passing grade must be earned on an examination covering the federal and state Constitution, the Declaration of Independence and flag etiquette.

COLLEGE ADMISSION RECOMMENDATIONS

1. English- 4 credits
2. Mathematics – 4 credits
3. Science – 3 credits (at least two lab courses)
4. Social Studies – 3 credits
5. World Language/Fine Arts – 2 credits

HOMEBOUND TUTORING

When a student is unable to attend the regular school program because of extended illness, injury, or other incapacity, a program of Homebound Tutoring may be instituted. Services are provided to a student when a licensed medical physician determines that the student will or is anticipated to, due to a medical condition, be out of school for a minimum of two consecutive weeks or more of school or on an ongoing intermittent basis. An ongoing intermittent basis means that the student's medical condition is of such a nature or severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences {ISBE Section 14-13.01(a)}. Parent/Guardian may request this service by contacting the Education Services Department at the district office to obtain the appropriate paperwork.

HOMEWORK

Homework is a vital part of the learning process in the schools of District 300. The broad goal of homework

is the quest for quality education. Assignments are given because they are a continuation and reinforcement of classroom work. The right combination of class work and home study can develop student's broader knowledge, good work habits and a sense of responsibility which will benefit students throughout their entire lives. If teachers and parents insist on full productivity in keeping with the student's ability, both at school and at home, academic achievement will improve.

STUDENT RESPONSIBILITIES – HOMEWORK

- Listen carefully and follow directions provided by your teacher.
- Use your time efficiently. Plan ahead. Don't wait until the last minute to do long term assignments.
- Discuss your homework assignments with your parents.
- Talk with your teacher if you have problems completing the assignment.

INDEPENDENT STUDY

Independent study courses are available to juniors and seniors. See your counselor for specific information regarding independent study programs.

MAKE-UP PRIVILEGES

A student absent from school for an excused absence is given two days for each day of excused absence to complete make-up work. The student and teacher will determine an appropriate completion date. Students who are out for an extended period of time will need to work out arrangements with their teachers. Please allow 24 hours for homework requests made through the Attendance Office. See section "Make-up Policy for Absences" regarding suspension days.

ACADEMIC PE WAIVER POLICY

In order to be excused from participation in Physical Education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school district.

With written parental permission and school administration approval, students in grades 11 and 12 may be excused from engaging in physical education courses for any of the following reasons:

1. Ongoing participation in an interscholastic athletic program.
2. To enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice.
3. To enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

With written parental permission and school administrative approval, students in grades 9 through 12 enrolled in an ongoing marching band program for credit may be excused from engaging in physical education courses.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

SCHEDULING

CLASS SCHEDULE

A student's schedule must generally conform to the guidelines listed below. The principal or associate principal must approve any exceptions to these guidelines.

- Students in grades 9 and 10 must enroll in seven credit-bearing classes and one ASP class each semester. 10th grade students may opt out of an ASP by completing a form available in the counseling office and meeting certain academic criteria. Students in grade 11 and 12 must enroll in a minimum of six classes each semester and meet the minimum school day requirements.
- Students must take physical education, health or driver's education during each semester. The D300 Curriculum Guide has additional information.
- Juniors and seniors may qualify for the Early Release or Late Arrival program.
- Qualified seniors are permitted to take college credit courses in accordance with District 300 guidelines. See your counselor.

COURSE SELECTION AND SUMMER REGISTRATION

During the winter of each school year, students enrolled at Dundee-Crown High School meet with their school counselor to choose their academic courses for the following year. After the annual course selection process, including changes for end of the year failures and summer school program enrollment, a schedule is made available to each student during the summer through the student portal.

ADDING/DROPPING COURSES

Students should plan to meet with a counselor over the summer to discuss any schedule changes for the following year. All student or parent/guardian initiated changes for 1st semester must be made prior to the first teacher institute day. For 2nd semester, student or parent/guardian initiated changes must be made prior to finals week of the preceding semester. No student or parent/guardian initiated schedule changes will be made during finals week or once a new semester begins.

Schedule changes are only made for the following circumstances:

- A student has approval for a level change by the divisional or department head.
- A student does not have a full schedule.
- A student has already taken and passed a course on his/her schedule.
- A student has not taken a prerequisite for a class on his/her schedule.
- A student needs a different course to fulfill a graduation requirement (any change is dependent on seat availability).

Schedule changes are NOT made for the following circumstances:

- A student requests a different teacher.
- A student wants to change the time of his/her class.
- A student wants a different lunch period.

Students are highly encouraged to set up an appointment and meet with a counselor over the summer to discuss their schedule and future plans. The earlier a student meets with a counselor the more likely the student will be able to rework his/her schedule to meet the student's academic and career goals.

WITHDRAWAL FROM SCHOOL

A parent/guardian who wishes to withdraw their son/daughter from school must contact a registrar in the Counseling Office. A student withdrawal form is issued only after the parent/guardian completes the proper release form with reason for withdrawal.

On his last day of attendance, the student takes the withdrawal form to his teachers, the Athletic Office, the Main Office, the Student Services Office, and the Media Center. The completed withdrawal form is returned to the registrar in the Counseling Office.

Only unofficial records will be issued until library books, classroom texts, and supplementary books have been returned and all financial obligations have been cleared.

ATTENDANCE POLICIES AND PROCEDURES

AUTOMATED PHONE SYSTEM

A computerized phone system will initiate daily calls to the homes of students who are marked unexcused from any class during the school day. Parents/Guardians should update contact phone numbers immediately by contacting the Counseling Office at 224-484-5040

ATTENDANCE PROCEDURES

When a student is absent for all or part of a day, a parent or guardian must call the school on that day and report the absence. The direct line is 224-484-5020 (Español 224-484-5080). The line will be answered by an automated system before and after regular attendance hours. To assist the Attendance Office in preparing the daily attendance report, calls should be made before 9:00 a.m. The Attendance Office will be open every morning at 7:00 a.m. for parents or students requesting attendance information.

According to the Interstate Compact on Educational Opportunities for Military Children, a student whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting may be granted excused absences at the discretion of the school principal or designee.

Excused Absences with Valid Cause

All student absences communicated by the parent/guardian **with valid cause** are considered "excused." According to Illinois School Code and District Policy, a parent/guardian contacting the school regarding a

student's absence and/or tardy does not automatically make it "excused" – a **valid cause must be provided**.

- Parents/Guardians must notify the school with valid cause of their student's absence within the first two hours of the start of the school day on the day that the student is absent.
- According to Illinois School Code and District Board Policy, **valid causes** for excused absences include the following:
 1. Student illness – a medical excuse may be required if the illness exceeds five consecutive days
 2. Family emergency
 3. Death in the immediate family
 4. Attendance at religious instruction or observance of a religious holiday
 5. Documented attendance in Court
 6. Documented medical and dental appointments
 7. Authorized college visitations
 8. Circumstances which cause reasonable concern to the parent for the safety or health of the student
 9. Administrative placement out-of-school
- Parent-to-school communication must take place through a personal phone call to the school office staff or other means of verified communication.
- All assigned work, including any scheduled assessments, must be completed in the time frame given by the student's instructor(s) or school administrator.

Unexcused Absences without Valid Cause

All student absences communicated by the parent/guardian **without valid cause** are considered "unexcused."

- Parents/Guardians must notify the school of their student's absence within the first two hours of the start of the school day on the day that the student is absent; student absences will be considered unexcused if the parent/guardian fails to contact the school.
- If parents/guardians do not contact school office staff regarding their student's absence, staff will attempt to contact the parent/guardian on the day of the absence to find out why the student is missing from school; however, if a parent/guardian cannot be reached or does not contact the office staff within 24 hours of the student's absence, the absence will be considered unexcused.
- If special circumstances prevent parents/guardians from being able to contact the school, the building administrator will determine if the absence is considered excused or unexcused.
- All assigned work, including any scheduled assessments, must be completed in the time frame given by the student's instructor(s) or school administrator.

Truancy

If within **48 hours** of the student's absence, the parent/guardian does not authorize and/or excuse an absence with valid cause, the unexcused absence will be considered a "truancy violation."

- School office staff will attempt to contact the parent/guardian; however, if a parent/guardian cannot be reached or does not respond, the absence will be recorded as a truancy.
- If special circumstances prevent parents/guardians from being able to contact the school, the building administrator will determine if the absence is considered a truancy violation.
- All assigned work, including any scheduled assessments, must be completed in the time frame given by the student's instructor(s) or school administrator.

Truancy Violations

- Students in grades 9 through 12 with eleven or more consecutive, unexcused absences and/or truancy violations will be removed from the school's enrollment roster. A student in grades 9 through 12 whose name has been removed from the enrollment roster will be considered a "drop-out."
- Students aged 17 years or older with eleven or more consecutive, unexcused absences and/or truancy violations will be removed from the school's enrollment roster. Re-enrollment of students over the age of 17 requires administrative approval.

Chronic or Habitual Truancy

Students subject to compulsory school attendance who are absent without valid cause **for 5% or more of the previous 180 regular attendance days** (which may include prior school year semesters of attendance) are considered “chronic or habitual truants.”

- Chronic or habitual truants will be referred to building administration for appropriate interventions and supportive services.

EXTENDED ABSENCES

An extended prearranged absence is one lasting five or more days, not due to one of the valid causes listed above. Parents/guardians must provide a written request in advance of an extended prearranged absence. All assignments given to the student prior to his/her extended absence are due the day the student returns. Exceptions regarding due dates for assignments must be approved by the student’s teacher or building administration. If a student is absent for eleven or more consecutive school attendance days with no parent/guardian communication, the student will be dis-enrolled. The student may re-enroll upon his/her return to school. Re-enrollment of students over the age of 17 requires administrative approval.

PRE-ARRANGED ABSENCE PROCEDURES

To the student:

1. Have all your teachers initial this form five days prior to your absence. Discuss with each teacher all work to be made up. It is YOUR RESPONSIBILITY to know what work is to be completed.
2. This form must be signed by parent/guardian.
3. Return this form to the Attendance Office prior to your absence.
4. Students failing their classes are encouraged to avoid prolonged absences.

*Failure to follow the above procedures may result in a student receiving an unexcused absence, and the student may be in jeopardy of losing credit for the work missed.

MAKE-UP POLICY FOR ABSENCES

- Excused absences—students have two days for every day of absence to make up missed work for full credit. It is the students’ responsibility to speak to the teacher and get the material.
- Field trips/pre-arranged absences—students must get their work prior to the absence. Their work is due on the day of return for full credit unless other arrangements are made with the teacher.
- In-School Intervention (ISI)/ Out-of-School Suspension (OSS)—the student and parent/guardian are responsible for communicating with teachers before, during and/or after the suspension period to get the work missed due to their ISI/OSS (this can occur via telephone or email). The student or parent/guardian must make arrangements with teachers to make up assessments, quizzes, tests, or other classroom work that may have been assigned or completed during the period of suspension. In the case where students are unable to get the work from their teacher prior to their ISI or OSS, communication must be made with the teacher via email or phone to arrange for the work to be dropped off to the student in ISI or the Attendance Office for pick up.
- Class cuts—students are expected to collect the work from their absence; however, credit may not be issued. Any projects/tests/assignments that are due or completed in class that day may receive a score of zero. The absence will be marked as unexcused and will count towards a possible citation by the Carpentersville Police Department.

Students can email their teachers directly to request homework assignments. When requesting work via email, students should include their first and last name and the period for which they have that class. Due to the spam filter that is used by CUSD 300, personal emails may be delivered to the teachers’ spam folder and may not be received. In the case that a response is not given within twenty four hours, the student should contact the teacher via telephone.

COLLEGE VISITATION DAYS

In order to help in the college selection process, every student may take two days during his or her junior and senior years for the purpose of visiting a college campus. These days will not count against a student’s attendance provided the procedure is followed.

1. Three days prior to a College visit, the student must contact the Attendance Office and obtain a College Visit Form. This form must be signed by each of the student’s teachers and a parent.
2. Return the completed form to the Attendance Office.

3. In order for this absence to be considered excused, appropriate documentation/verification must be submitted to the Attendance Office upon return from the visitation.

Failure to follow this procedure will result in an unexcused absence.

PREARRANGED EARLY DISMISSAL FROM SCHOOL

A student having the necessity to leave school during the day must report to the Attendance Office to sign out. To expedite the process, a parent/guardian telephone call must be received 45-minutes prior to the student's departure from school. Students are to return to school following all appointments unless the school day has been completed. Upon return to school, students should provide proper documentation of their appointment. **Parents are encouraged not to make medical appointments for students during the school day unless absolutely necessary.** Students will be responsible for getting assignments from teachers and turning in the make-up work the next day. **When you return to school, you MUST return to the Attendance Office to sign back in and receive an admit slip. If the early release is for a doctor, dentist, or court appointment, verification of appointment must be provided upon return to school in order to have the absence excused.**

SCHOOL DAY REQUIREMENTS

Students should not plan to arrive on school property before 7:00 a.m. After this time, the Media Center, the Attendance and Counseling Offices, and study areas in the cafeteria are available to students.

The regular school day begins at 7:30 a.m. and ends at 2:58 p.m. All students must remain in the building for the entire school day after arrival unless excused by an administrator. State Board of Education regulations require a minimum of 300 minutes of supervised instructional and/or study time per day. Seniors who opt for only six classes will be scheduled for an additional 30 minutes of supervised study time in order to meet these regulations. Failure to follow these procedures may result in the revocation of the late arrival.

STUDENT SHADOWING

Student shadowing is when a potential Dundee-Crown student attends classes with a present student throughout a school day. Any person wishing to visit/shadow a class and/or teachers must obtain permission in advance from a D-CHS administrator. In general, visitor passes will not be issued in cases where there is no apparent educational value, or where there is the likelihood of disturbance to the educational process. The administration has the right to deny visitor/shadow requests.

PROCEDURES FOR STUDENT SHADOWING

1. Upon request by the Dundee-Crown student, a form will be issued by the Attendance Office. The Dundee-Crown student must have each of their teachers sign the form in order to allow a non-student to be in classes on the indicated shadowing date.
2. The non-student must obtain a letter from their parent/guardian giving their student permission to shadow the Dundee-Crown student.
3. The Dundee-Crown student needs a letter from their parent/guardian giving permission for the non-student to shadow their son/daughter on the indicated shadowing day.

*All paperwork must be submitted to the Attendance Office 2 days prior to the shadowing date to be approved by an Administrator.

TARDINESS

Students who arrive to school after the instructional day has begun and/or students who arrive to their assigned classroom after the class period has begun are considered "tardy."

- Excused tardiness to school must meet the same general criteria as an excused absence.
- Tardiness to school, communicated by the parent/guardian **without valid cause**, is considered "un-excused."
- Tardiness clearly due to circumstances beyond students' and/or parent/guardians' control, such as a late bus or poor road conditions, will likely be considered excused by school administration.

Circumstances defining excused and unexcused tardiness are below. Refer to the D300 Parent/Guardian Handbook for Progressive Discipline related to unexcused tardiness.

- Will be issued an excused tardy if they arrive within the first 20 minutes after the start of the school day, and the parent/guardian has provided a valid cause.
- Arriving after the first 20 minutes before the end of first period and with valid cause, will result in an excused absence for first period
- Arriving after the first 20 minutes before the end of first period and without valid cause, will result in an unexcused absence for first period

- Throughout the remainder of the school day, a student with proper authorization who arrives to class after the class period has begun will be issued an excused tardy
- Throughout the remainder of the school day, tardiness without proper authorization will be considered unexcused

PROCEDURES FOR HANDLING TARDINESS

The parents/guardians of a student tardy to school should phone the Attendance Office at 224-484-5020 (Español 224-484-5080) to explain the tardy. If the Attendance Office does not receive a parental call **within 24 hours**, the tardy will be recorded as unexcused. Any student who arrives late to school must report to the Attendance Office. Please refer to the aforementioned section titled EXCUSED ABSENCES WITH VALID CAUSE for reasons eligible for an excused tardy-to-class pass.

Please refer to the D300 Parent-Guardian Handbook for progressive discipline for tardies.

VISITORS

Parents of students are encouraged to visit the high school. Parents/Guardians who wish to meet with school staff are encouraged to make an appointment in advance. It is necessary that each visitor sign in and leave identification with the building security staff at the Main Entrance upon arrival to secure a visitor's pass for authorized visitation. Any person wishing to visit/shadow a class, and/or teachers must obtain permission in **advance** from a D-CHS administrator. In general, visitor passes will not be issued in cases where there is no apparent educational value, or where there is the likelihood of disturbances to the educational processes. The administration has the right to deny visitor/shadow requests.

FOOD DELIVERIES

Students may not request or order food deliveries from local establishments during the school day. Parents should avoid ordering food delivered to students during school hours. Food will not be delivered to students nor will students be called out of class to receive a food delivery as to not disrupt the educational learning environment.

STUDENT CONDUCT

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT)

PBIS is a system of support consisting of explicitly teaching all students the school wide expectations for behavior. Students are recognized when they behave in a positive manner. Signs are posted throughout the building to remind students of our expectations.

Dundee-Crown students can show "Charger Pride" by following the three "B's":

***Be Respectful**

***Be Responsible**

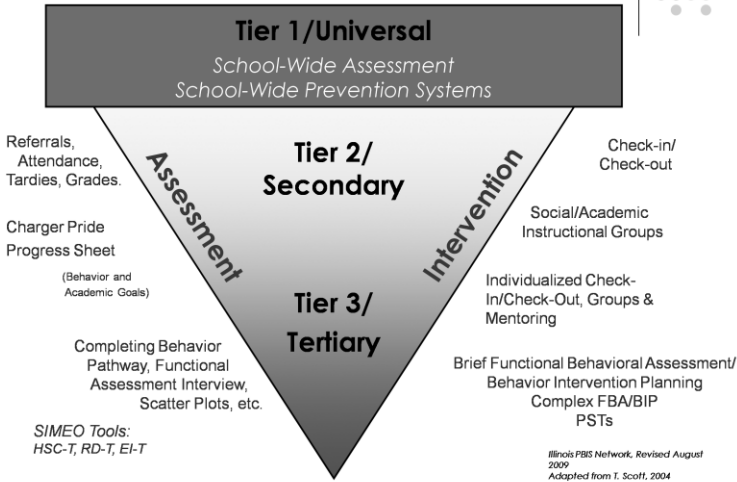
***Be Positive**

Being a Charger means...

	Be Respectful	Be Responsible	Be Positive
In All Areas	'Use appropriate language and voice volume 'Honor our school dress code 'Interact and cooperate with faculty and staff and students in a civil manner 'Follow directives from staff members 'Respond appropriately when spoken to	'Know and follow school expectations 'Keep all areas clean 'Always have your ID	'Acknowledge worthy behavior 'Celebrate our similarities and differences 'Use good manners 'Make a difference
In the Hallways	'Maintain open access to lockers, stairways, classrooms, and high traffic areas 'Be aware of others who need to move quickly in the halls 'Exercise appropriate and pleasant social interactions	'Be where you are supposed to be when you are supposed to be there 'Use passing period to prepare for class 'Always carry your pass while in the hallway during instructional time	'Be courteous (say "excuse me," etc.) 'Help others if/when they need assistance
In the Cafeteria	'Value one another's space by not overcrowding tables (10 people max.) 'Leave tables where they have been placed	'Remain seated at a table throughout the lunch period 'Always have your ID and be ready to present it before using the washroom 'Clean up after yourself	'Be courteous to staff (always say "please" and "thank you") 'Keep conversations between friends polite and considerate
In the Annex, Auditorium, and at Assemblies	'Enter and exit in an orderly fashion 'Talk only at appropriate times 'Be an active listener	'Report to your designated area 'Remain in your designated area until dismissed	'Be attentive and involved 'Ask questions properly
In the Classroom	'Be attentive during lessons 'Value classroom property	'Enter classrooms prepared (supplies: books, paper, pencil) 'Enter class on time 'Be an active learner	'Celebrate your successes 'Be open to learning 'Encourage everyone's efforts and participation 'Challenge yourself to learn and improve

Our PBIS High School Team is broken down into three levels; Universal, Secondary, and Tertiary. At Dundee-Crown High School we believe that every child will learn and succeed in school. To help every child achieve we implement a positive behavior approach to learning and practicing social skills. This is a proactive approach to clearly define and teach the expectations for behavior in our school. At the beginning of the school year all students learn our Charger Pride language and what it looks like to be Respectful, Responsible and Positive in all areas of the school.

Positive Behavior Interventions & Supports: A Response to Intervention (RtI) Model



Universal:

When students demonstrate the expected behaviors they are recognized and their behavior is celebrated. Celebrations may include: earning Charger Cash, verbal praise from an adult, or receiving other Charger Pride rewards. Throughout the school year students are reminded of the expected behaviors to help them be successful in making the good choices all year. Charger Pride Lessons delivered in the Academic Support Period (ASP) are one means used to teach these expectations.

Secondary:

Dundee-Crown High School has a Secondary team to provide a proactive approach to work with any student or group of students who need more support to meet our Charger Pride expectations. Secondary interventions are designed to provide more intensive or targeted interventions. Specific Secondary Prevention interventions include: Check In/Check Out, Social Academic Instructional Groups (SAIG), Behavior Intervention Plan/Functional Behavior Assessment.

Problem Solving Team (Tertiary):

The tertiary team is made up of staff members who support academically and behaviorally struggling students and their family. The team will often use problem solving procedures and data to create plans of action for individual students. Students can be referred to problem solving teams by counselors, teachers, deans, and parents generally after secondary interventions have been unsuccessful.

DISTRICT 300 STUDENT DISCIPLINE CODE

Please refer to the [District 300 Parent/Guardian Handbook](#) for additional information and details.

Any act of gross disobedience or misconduct can result in immediate suspension from school regardless of the student's previous record. Behavior that is inappropriate or disrupts the normal school atmosphere will be handled appropriately at the discretion of the administration.

ACADEMIC INTEGRITY

Cheating in any form or manner (i.e. possession of a test, unauthorized use of calculators, notes or note cards, sharing of information, falsifying information, copying a homework assignment, etc.), plagiarism, the practice of copying words, sentences, or ideas in a written or oral assignment, or examination without proper credit or attribution to the source, will subject the student to the following disciplinary consequences:

First Occurrence

Student may receive zero credit for the assignment/examination or a portion thereof.

The assignment/examination can be made up at the teacher's discretion at no credit.

The teacher will contact the parent/guardian.

A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.

Second Occurrence

Student may receive zero credit for the assignment/examination or a portion thereof.

The assignment/examination can be made up at the teacher's discretion at no credit.

The teacher will contact the parent/guardian.

A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.

A follow up contact will be made to the student and parent/guardian by the division head.

The student will be excluded from consideration for academic awards and recognition.

Third Occurrence

Student may receive zero credit for the assignment/examination or a portion thereof.

The assignment/examination can be made up at the teacher's discretion at no credit.

The teacher will contact the parent/guardian.

A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.

A follow up contact will be made to the student and parent/guardian by the assistant principal.

The student will be excluded from consideration for academic awards and recognition.

A suspension may be issued to the student that will be reported to colleges/universities as part of the admission process.

Cheating in any form or manner (i.e. possession of a test(s), unauthorized use of calculators or electronic devices, notes or note cards, sharing of information, falsifying information, etc.) will cause the student to lose credit for the assignment or for the test on which the cheating occurred.

A definition of plagiarism is the practice of copying words, sentences or ideas for the use in a written or oral assignment or examination without proper credit or attribution to the source. It is a serious offense because anyone who does the work deserves credit for his or her efforts. Plagiarizing not only denies the proper credit to the individual who did the work, but goes so far as to dishonestly use the material. When it is determined that an assignment is plagiarized, disciplinary action will be taken and the student may receive an "F" grade for the grading term. Such offenses may result in the offender being excluded or expelled from participation in the National Honor Society and any other academic honors programs.

ADVERTISING/SALES

Students who desire to advertise, make collections, or solicit for any activities must obtain permission to do so from the school administration. Specific guidelines on this subject, including use of bulletin boards and distribution of written materials, can be obtained from the Athletic Office. The school prohibits students from selling items for their own personal benefit.

BULLYING

Illinois State Law and District policy prohibit bullying during school-sponsored education programs; while in school, on school property or at designated school bus stops; and through the transmission of information through a school computer, a school computer network or other similar electronic school equipment. A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more other persons. With respect to electronic communications made off campus or through non-district equipment, students will be disciplined for such communication if a sufficient "nexus" (connection) exists between the communication and the school community. Students found to be in violation of this policy may be placed on the District 300 Bullying Prevention Contract. For additional information, refer to Board Policy 7:20 – Harassment of Students Prohibited.

If you are being bullied or you know someone that is being bullied, report your information to the District 300 Safe School Tip Line at 847-551-TIPS (8477) or submit information via email at SafeSchoolTipLine@d300.org. You will remain anonymous, prevent school violence, and action will be taken by school authorities.

CLASSROOM CONDUCT

Each class will be conducted in a manner best suited for maximum learning. Courtesy, respect, and orderliness are expected in every classroom. **It is the responsibility of each student to learn the specific regulations that individual teachers have developed.** Repeated violations of classroom rules may result in disciplinary action.

CLOSED CAMPUS

Students may enter the building starting at 7:00 a.m.

The regular school day will begin at 7:30 a.m. and end at 2:58 p.m. All students must remain in the school building for the entire school day after arrival unless excused by an administrator. All building doors should remain closed unless deemed necessary by Administration. Students should not allow any person to enter the building under any circumstance. Doors are monitored under video surveillance.

Students must exit the school building at 3:15 p.m. unless under the supervision of a faculty or staff member. The doors of the building are locked at 3:30 p.m. Students are not permitted to re-enter after that time. Offenders will be subject to disciplinary action.

DETENTIONS

Any member of the certified staff is authorized to detain students for misconduct or for the purpose of performing make-up classroom work. Prior to keeping a student after school, the student shall be advised of the charges which are a basis for the detention. Students are expected to bring and work on materials during a detention. Students will be given a minimum notice of twenty-four hours before being required to serve a detention.

Teacher's detention: It is the responsibility of that teacher to supervise the detention at a given time/room and notify a parent/guardian.

Dean's detention: This detention is issued by a dean/assistant principal and is served in a designated area before school, during lunch, or after school.

After School Detention: This detention is issued by a dean/assistant principal. These detentions are 1 hour in length and are typically held weekly beginning 10 minutes after dismissal on Tuesdays, Wednesdays and Thursdays.

The dean/assistant principal will arrange the detention with the student and issue a written notice of the detention. **Failure to serve these detentions may result in additional consequences.**

A teacher detention takes precedence over one issued by an administrator. When a conflict exists, the teacher should notify the administrator and the administrator's detention will be reassigned.

DISCIPLINARY WARNING

At the time of any informal suspension conference, the administrator may elect to issue a written Disciplinary Warning. The length of a Disciplinary Warning contract will be 1 calendar year. The student and his/her parent/guardian also shall be advised that any future gross disobedience or misconduct may constitute grounds for expulsion as provided by Board policy.

The parent/guardian of the student and the student will be requested to sign and acknowledge the Disciplinary Warning, consenting to its terms. Refusal of any parent/guardian or student to sign and acknowledge the Disciplinary Warning shall not limit its effect, the right of the administration to recommend expulsion of

the student, or the right of the Board to expel the student.

DRESS CODE

Students violating the guidelines listed below will be referred to building administration. Administration reserves the right at any time to determine whether or not clothing is appropriate for school and/or interferes with learning.

- Pant legs should be worn at the same length and be free of rubber bands or any other type of symbol or sign of potential gang affiliation. Pants must be worn at the natural waist or slightly below the waist – no undergarments should be seen.
- Shirts that are strapless, backless, low-cut, or reveal midriffs are not allowed to be worn at school. Students should not wear tube-tops, halter-tops, or shirts that show cleavage. Dresses, shorts, and skirts must be at an appropriate length. Clothing worn to school should not create distraction or interfere with the academic environment.
- Wearing items of clothing or accessories that include logos, designs, or any type of reference to alcohol, drugs, sex, tobacco, gang involvement, weapons, violence, or any other type of inappropriate symbol or wording, will be considered a violation of the dress code policy. Jewelry or other accessories should be appropriate in size and shape – no items with studs, sharp edges, or similar will be allowed.

All District 300 schools utilize video security monitoring systems and take the safety and security of students very seriously, and it is imperative that all students are easily identifiable at all times. With this in mind, hooded sweatshirts may be worn, but hoods may not be covering the student's head while on school property during the school day. Unless they are for legitimate religious or medical reasons, no hats, caps, or other headwear may be worn while on school property during the school day. Coats, jackets, gloves, or other outerwear may not be worn indoors during the school day without permission from a building administrator. Appropriate shoes, suitable for indoors and outdoors, must be worn at all times.

Enforcement of D300 Dress Code Policy

Schools use a variety of strategies to ensure compliance with all school rules. Specific to dress code, schools will utilize the following: Dress code "sweeps," Staff referral or student sent to office, and/or direct observation during class transition.

When a student is in violation of the dress code policy, building administrators will follow the procedures outlined in the Student Behavior section of the D300 Parent/Guardian Handbook. The incident will be classified as a Level One Violation and the administrator will follow the disciplinary consequences as outlined in the Progressive Response Code of Conduct. A repeated or continual violation of the dress code policy will be considered an act of insubordination and will be processed as a Level Two Violation as outlined in the D300 Parent/Guardian Handbook.

DRUGS/ALCOHOL

Possession, use, transfer, distribution, sale, control or being under the influence of any alcoholic beverage or drugs including look-alikes is prohibited.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

The personal use or possession of electronic signaling devices, photographic and digital imaging equipment, or mobile devices by a student shall be limited according to the following procedure.

- A. Students will be allowed to use mobile devices including but not limited to cellular phones and tablet devices under the following circumstances:
1. Before school, until the first period bell
 2. After school, after the ninth period bell
 3. During passing periods (not inside classrooms or in any instructional setting where prohibited – locker rooms, tutoring center, etc.)
 4. In the cafeteria during lunch periods
 5. With teacher approval during class time
 6. As defined in the student's Individual Education Plan [IEP] or 504 Plan
- B. Students will not be allowed to use devices in the following:
1. All instructional and assessment settings
 2. Physical education [PE] class and PE locker rooms
 3. Library or media center

4. Computer labs
5. Assemblies and performances
6. Any area designated by administration or certified staff, including any areas listed in "A" above

When not in use, electronic devices must be kept out of sight and in an inconspicuous location, such as a backpack, pocket, purse, or locker.

Disciplinary action may be taken against any student guilty of using a cellular telephone or other electronic device in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent, unsolicited or inappropriate visual depiction and/or audio recording of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

The District is not responsible for the loss or theft of any electronic device brought to school. District and school administrators may confiscate electronic devices brought to school. District and school administrators may search the contents of electronic devices brought to school when there are reasonable grounds for suspecting that the search will lead to evidence that a student has violated or is violating the law or the rules of the school, or is in imminent danger of injury of him- or herself or another person on school premises.

Additional student behavioral consequences for violation of this policy are determined by building administration.

FIGHTING

Any student involved in fighting may be suspended up to a maximum of ten days. Some incidents may be criminal in nature and, as a result, students will be arrested and/or cited for a local ordinance violation resulting in a \$75.00 fine or notice to appear in court. Involvement in a fight includes, but is not limited to swearing, verbally provoking, shoving, hitting, wrestling, bullying or any other form of threat or intimidation as viewed significant by a school administrator. Repeated involvement will be viewed as grounds for a disciplinary warning and/or recommendation for expulsion.

GANGS

Gang related behavior will not be tolerated at school or on school district property including school activities. Offenders are subject to disciplinary action which may include being placed on a contract, suspension, police action, and possible expulsion recommendation. See the District 300 Parent/Guardian Handbook for additional information.

HALLWAYS AND WASHROOMS

Students are given adequate time to move from one place of assignment to another. This time should be used for a student to go to his/her locker, go to the washroom, and arrive on time to the next assigned area. Students are not allowed to congregate in doorways, on stair landings, and in other areas which result in congestion.

All students in the hallways after the passing period must have an authorized pass. Students are expected to obtain an authorized pass from a teacher or supervisor before entering the hallways after the passing period has ended. Students should fully understand that all teachers or staff members have the authority to correct inappropriate conduct at any time.

ID CARDS

An identification card will be issued to all students and must be carried with them at all times. This card must be presented upon request to any member of the faculty or staff during the school day or at any school function. Failure to do so will subject the student to disciplinary action, which may include suspension.

The ID card will be utilized in many ways (i.e., attendance, media center, cafeteria, student activity ticket, school dances, and athletic events). Students may obtain a replacement ID card in the Student Services Office. There is a \$5.00 replacement fee.

PHYSICAL RESTRAINT

According to The District #300 Board of Education Policy and the District #300 Parent/Guardian Handbook-Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety of the student, other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are inappropriate to the learning environment and are not acceptable in the school setting. Suggestive bodily contact between students such as excessive kissing and caressing is prohibited.

Students who demonstrate inappropriate public displays of affection will be subject to disciplinary action.

SAFE SCHOOL HOTLINE

If you know anyone that has drugs, weapons, or is planning to commit violence, *BREAK THE SILENCE*. Call in your information to the District #300- Safe School Tip Line at 847-551-TIPS (-8477) or submit information on the District #300 website under Safe School Tip Line at www.d300.org. You will remain anonymous, prevent school violence, and action will be taken by school authorities.

SCHOOL RESOURCE OFFICER (SRO) AND RECIPROCAL AGREEMENTS

As defined by the school district and local law enforcement authorities, the School Resource Officer [SRO] is required to enforce all federal, state, and municipal statutes and ordinances; the SRO is mandated to refer matters of school discipline to the proper school staff member. In addition, the SRO will conduct investigations of all criminal and alleged criminal activity which occur during the regular school day or during a school-related event.

Reciprocal agreements between local law enforcement and the school district require that the school must report to the police any information pertaining to student activity that involves or is suspected to involve:

- Criminal gang activity
- Weapons or any item used as a weapon
- Sale or possession of alcohol or illegal drugs or other intoxicants
- Fights or other violent activity which might reasonably carry over into the community
- Abuse, neglect, lock-out and runaway situations
- Acts of vandalism
- Activity constituting any state or federal crime which has occurred on school property or at a school-related event
- Other activity involving students which threatens the safety of others on or off campus

When students' behavior constitutes criminal action, school staff cannot pick and choose which criminal events to share with law enforcement authorities, nor can school staff decide if it is in the best interest of the students to involve law enforcement. School staff can only deal with school consequences; the police deal in criminal consequences.

SEXTING

Students shall not engage in any form of sexting. Sexting is the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the Internet that are taken with or without consent. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent, unsolicited or inappropriate visual depiction and/or audio recording of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Indecent visual depictions include, but are not limited to, a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is a female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a)).

Acts of prohibited conduct involving sexting (or any inappropriate use of an electronic device) may result in administration confiscating the student's electronic device and reporting the incident to law enforcement. Students who are in violation of any activity outlined by Board Policy 7:190, Student Discipline, will be subject to consequences determined by administration, along with any necessary legal action.

SMOKING/TOBACCO

The school administration is authorized to implement the following procedures to control student smoking on school premises or when attending any school district activity.

1. Since health experts have arrived at a consensus with respect to the dangers of using tobacco, Dundee-Crown High School is committed to enforcing the rule which prohibits the use or possession of tobacco on school premises or when attending any school district activity. The school also assumes some responsibility for teaching students about the dangers of using tobacco and will counsel students against continuing the habit.
2. Smoking, use or possession of tobacco products (including electronic cigarettes) while on school premises will result in disciplinary action. Possession of tobacco products by a minor is also a violation of a Village of Carpentersville ordinance. The Dundee-Crown High School Police Liaison Officer may issue a ticket with a fine of between \$75 and \$500.

SUSPENSIONS/EXPULSIONS

Students who are suspended or expelled from school may not enter the school, be on school grounds, or participate in or attend any school sponsored activities at or away from school. Failure to comply may result in an arrest for trespassing. For information regarding assignments missed during suspension, refer to the section "Make-up Policy for Absences." Additional information regarding suspensions and expulsions is available in the District 300 Student Handbook.

THEFT

Students who take or possess something without permission that belongs to the district or another person will receive disciplinary consequences such as suspension or possible expulsion, and police action. All students are encouraged to protect themselves from the theft by the use of common sense. Do not bring large sums of money or valuable items to school, especially to the PE locker rooms. We highly discourage students from bringing expensive electronic devices, but if these devices are brought to school the student is responsible for them. Do not give out your locker combination to anyone. **Lock your lockers (regular and P.E.) at all times.** Do not leave your personal items unattended at any time. Do not allow other students to borrow these expensive items. The school cannot and will not be held responsible for your personal possessions-this includes cell phones, iPhones, iPods, hand held game devices, or other items not required for successful completion of the educational process. Please report thefts of school-related items to the Dean's Office. An investigation will follow, if possible, but no guarantee can be made for their recovery.

VANDALISM

A student involved in vandalizing school property must pay for the cost of damage, may be suspended from school, and may be recommended to the Board of Education for expulsion. Serious acts of vandalism will be reported to the local police department.

VIDEO CAMERAS, CAMERAS, AND OTHER PHOTOGRAPHIC DEVICES

Students are not permitted to have or use personal video cameras on school property. Digital cameras and other photographic devices including cell phone cameras may not be used without the consent of the person or persons being photographed. An exception to this would be teachers approving an assignment to videotape through a building administrator.

VIDEO SURVEILLANCE

The Board of Education authorizes the use of overt video surveillance cameras and monitors on district property to promote health, safety, and welfare of all students, staff and visitors; and to safe guard district facilities and equipment. For purposes of this policy, "district property" is defined as interior and exterior of the high school building, parking lots and grounds.

STUDENT SERVICES

ANNOUNCEMENTS

Students can view daily announcements on the in-house TV monitors daily and on Twitter by following @DundeeCrownHS. In addition, students will read the daily announcements. Student readers are selected by staff.

CAFETERIA

The cafeteria serves wholesome food at reasonable prices and has for its specialty a well-balanced lunch and a la carte selections.

Students may bring lunch from home as well as purchase food in the cafeteria, or from the various kiosks.

1. All litter is to be deposited in waste containers.
2. Students may eat in the Cafeteria or the Multi-Purpose Room.
3. Students are to remain seated during the lunch period in order to maintain a safe and orderly environment.
4. Students must present their ID and have permission from staff in order to leave the lunchroom.

CONFERENCES (STUDENTS)

Students wishing to arrange for a conference with an instructor, administrator, or counselor must make an appointment before or after school or during their lunch hour.

COUNSELING DEPARTMENT AND WEBPAGE

Counselors serve students in three domains: academic, college/career and social emotional. The Dun-

dee-Crown High School Counseling Department has developed a webpage designed to help students, parents, teachers, alumni and members of the community. The site currently covers multiple areas: college information, counseling calendar, financial aid information, military information, Newsletters, "What to do to prepare for college", NCAA information and careers. Each topic area has many sub areas to explore. This internet site is provided in order to give you access to valuable information. Be sure to check us out at: dchscounselors.weebly.com

GUIDELINES FROM THE NURSING OFFICE

Students who wish to be excused for illness are to report to the Nurse's Office with a pass. Phone calls to request parent's consent to release students are to be made from the Nurse's Office. Any student who is excused from the Nursing Office will receive a slip to be excused, signed by the nurse and will take it to the Attendance Office before leaving the building. **Students may not be released from school unless contact has been made with a parent or guardian.**

Medical Excuse from Physical Education

Students may be excused from physical education classes for up to three days with a parent written request. A note from a physician is needed each time the student is to be excused for an extended time.

NO TREATMENT except Emergency First Aid is given in the nursing office. In the event of serious illness or injury, the paramedics will be called and the parents notified. The paramedics may transport the student to the hospital.

LOCKERS

Students will be assigned hall lockers at the beginning of the school year. **Students must use only their assigned locker.** Any student found using an unassigned locker will be subject to disciplinary action. Lockers should be cleaned regularly.

- The ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with these regulations.
- The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his/her possession.
- Lockers are subject to inspection by school authorities to protect the health and welfare of the students, faculty, and staff.
- Unauthorized locks will be removed at the student's expense.
- The school is not responsible for lost or stolen property.

LOST AND FOUND

The Lost and Found is located in the Cafeteria. All found articles should be turned in there. Articles may be claimed before school, during lunch hours, and after school. Items of value should be turned in to the Dean's Office or the School Resource Officer. Unclaimed articles will be discarded every two weeks.

MEDIA CENTER INFORMATION AND GUIDELINES

The Media Center is open from 7:00 a.m. to 3:30 p.m. each school day. Computers are available for reference, word processing and Internet access. Over 12,000 books are available. To use the Media Center during your lunch period on days we are open, you must obtain a pass from your classroom teacher in advance. You must sign-in at the circulation desk.

1. Your I.D. card is the only means for checking out Media materials.
2. Books may be checked out for a period of 2 weeks and renewed as necessary.
3. Students will be charged 10 cents per school day for overdue materials.

Conduct

Students are expected to use the Media Center for reference work or in fulfilling classroom assignments. Students who persist in disturbing others will be in danger of losing their Media Center privileges. The Media Center staff reserves the right to refuse admittance to any student with or without a pass.

In order to maintain an environment conducive to study, students are expected to:

- Sign out all Media Center materials before leaving
- Be courteous to librarians and staff
- Allow others to concentrate by keeping quiet
- No food or drink in the Media Center/Annex

COMMUNITY UNIT SCHOOL DISTRICT #300 TECHNOLOGY POLICY

Refer to the District handbook

SCHOLARSHIPS AND JOB OPPORTUNITIES

The Counseling Department keeps the student body informed of college scholarship opportunities. Students wishing to discuss specific colleges or career data should make an appointment with their counselor. Information about job placement opportunities for both high school students and graduates can be obtained in the College and Career Center located in the Counseling Office.

SCHOOL CLOSINGS

When Dundee-Crown High School or any other District 300 school will be closed due to severe weather or other circumstances, the District #300 Rapid Communication System (RCS) will notify families by phone. The District 300 website, www.d300.org, also lists school cancellations for all D300 schools.

When conditions exist that cause school to be canceled, all student activities except the athletic contests will be canceled. A decision on the athletic contest will be made by 3:00 p.m. on the day of the event.

STUDENT RECORDS

As stated in Public Act 79-1008, parents, guardians, and/or students may review the student's records. Contact the building principal for the specific procedure to review student records.

Parents shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of accuracy, relevance and/or propriety. Parents should contact the building principal for the specific written procedure.

Upon graduation, transfer or permanent withdrawal of a student from the school district, the student records (permanent and temporary) will be handled according to the following guidelines:

1. Permanent records will be retained by the school district for sixty (60) years from the date of graduation, transfer, or permanent withdrawal from the school district. At the end of this time, these records will be destroyed.
2. Temporary records, excluding special education files, will be retained for five (5) years from the date of graduation, transfer or permanent withdrawal from the school district. After such time, the records will be destroyed.
3. Special education files will be retained for five (5) years from the date of graduation, transfer or permanent withdrawal from the school district. After such time, the special education files will be destroyed or may be transferred to the custody of the parent or the student if the student has succeeded to the rights of the parent. Parents will be notified prior to the destruction of any special education records.
4. Contact the building principal as to the specific types of information that is contained in the permanent, temporary and special education files.

Any release of information from the student records (unless otherwise authorized by law) requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. "Directory information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child. "Directory information" includes the following: Student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

TEXTBOOKS

Students pay a book rental fee at Dundee-Crown High School. This fee entitles each student to receive a book or books in each class. Books should not be left in classrooms. Students should store them in their locker when not in use. Students are responsible for all books issued to them and will be charged for any damaged or lost books. They should check the condition of each textbook at the time it is issued.

TRANSCRIPTS

Students receive five transcripts at no charge. A fee of \$5.00 will be charged for all requests thereafter. Payment is required at the time of request.

WORK PERMITS

The Counseling Office issues work permits and age certificates for the Illinois Department of Labor. Students who are 14 years old may work part time at certain duties but most employment is limited to those over 16. For part time work during the school year or full time during vacations, a permit is required in order that

your employer may be sure he is obeying the child labor law. There are many restrictions on hours and types of employment for students under the age of 16.

To secure a work permit for a student under the age of 16, the parent/guardian must bring a letter from the prospective employer on letterhead stating that he intends to hire you and giving the nature of the work and hours. The birth certificate from the county of birth and the signed social security card containing the SS number are also required. Contact the Counseling Office for more information.

TRANSPORTATION

ARRIVALS AND DEPARTURES FROM SCHOOL

Parents will be allowed to drop off and pick up students at the Athletic Entrance and South Entrance of the building. Morning drop off and afternoon pick up of students at the Main Entrance of the building is prohibited. This is done to prevent a serious safety hazard due to traffic congestion caused by school buses and private automobiles. At the conclusion of the school day no vehicles are permitted to use the west exit while buses are departing.

STUDENT PARKING REGULATIONS

Student designated parking areas are the South (seniors) and East (juniors) parking lots. All students will be assigned an individual parking space. Students found using the wrong parking lot or space during the school day will incur the consequences of a parking violation.

In the interest of all students' safety and security, before student drivers are allowed to utilize school/district-owned parking facilities, District 300 requires the following: **1)** Valid Illinois license (NO photocopies), **2)** Registration and insurance for the vehicle **3)** completed Application for School Parking **4)** non-refundable payment of \$125; any outstanding school/district fees must have been paid in full (*i.e., student driver's account must have*

RULES AND REGULATIONS FOR ON-CAMPUS STUDENT PARKING

1. In return for permission to park on school property, neither the school nor the school district will be held responsible for vehicle damages that occur on school and/or district-owned property.
2. All check payments are made payable to School District 300. Returned or invalid payments (*due to insufficient funds or other reason*) will result in the student's parking permit being revoked. Only a cash or credit/debit payment will be accepted after a check payment has been denied. The permit will be re-issued upon receipt of valid payment. Contact the school's bookkeeper or office staff for information regarding possible prorated charges or other payment arrangements. All student fees must be paid before a parking permit will be issued; the student's account must have a zero (\$0) balance.
3. Parking permits must be displayed in designated area at all times while on campus. Permits are NOT transferable to other vehicles or to other drivers; permits are not to be shared between vehicles or students. If new, additional, or replacement permits are needed, a new application form must be completed. Additional fees may apply.
4. All student drivers are responsible for their own vehicles, for the behavior of the passengers within their vehicles, and for any/all items inside their vehicles while on school property. School authorities may inspect and search any vehicle that has been assigned a permit, without notice to or the consent of, the student or the student's parent/guardian. In return for permission to park on school property, students have NO reasonable expectation of privacy while utilizing the parking facilities. Please refer to **Board Policy 7:140 – Student Search and Seizure** for more information.
5. Student drivers must follow all posted speed limits (*maximum 10 miles per hour within parking zones*); all safe driving rules as defined by village or city ordinances; all Illinois "Rules of the Road" concerning school busses, pedestrians, right-of-way, registered/insured drivers, etc.; and all rules or signage regarding assigned parking spots or locations.
6. During the instructional day, all students must have permission from a school administrator to leave the building to retrieve an item from a vehicle or to visit the vehicle for any other reason; to wait, loiter, or "hang-out" in the parking lot; to access a vehicle other than their own.
7. During inclement weather, all four wheels of the vehicle must be on solid ground; NO parking is allowed on snow mounds, in unmarked spaces, fire lanes, or in parent pick-up lanes.
8. No vehicle shall display material that contains statements, images, or visible matter that is deemed inappropriate or offensive on their vehicle while on school grounds.
9. Violations of these Terms and Conditions will result in consequences, which include but are not limited to:

detention, suspension, vehicle towing (at owner's expense), revocation of permit (no refund), and/or local law enforcement citation.

District 300 and the Village of Carpentersville have an intergovernmental agreement that allows for the Carpentersville Police Department to issue tickets for violating traffic and parking municipal ordinances.

Temporary parking permits may be purchased in the Attendance Office pending parking availability and provided there are no outstanding financial obligations. The cost for each temporary permit is \$2.00 per day. All students with a temporary permit must park in the designated parking lot. To purchase a temporary parking permit a student must show a valid driver's license and proof of insurance.

BICYCLES/SKATEBOARDS

Bicycles should be parked in the bike rack located near the Athletic Entrance of the school. All bicycles should be locked to the rack to provide additional security. Bicycle riders are subject to all rules governing the use of the parking lot. The school is not responsible for theft or damage to student property. Skateboards are not allowed on school property at any time.

BUS INFORMATION AND REGULATIONS

The Transportation Department of Community Unit School District 300 provides each student rider with all information pertinent to bus transportation. Students or parents seeking additional information regarding bus service should call 847-658-3262.

Maintaining order on a school bus is vital for the safe transportation of students to and from school. Good discipline is achieved through the mutual efforts of students, parents, bus drivers and other school personnel. The following rules and regulations govern all student bus riders:

SAFETY GUIDELINES

- Students must ride their assigned routes **only**.
- While waiting for the bus, stand at least 10 feet away from the edge of the road.
- Walk in front of the bus; never walk behind the bus.
- Be sure the bus driver can see you and you can see the bus driver.
- Stop at the edge of the bus and look both ways before crossing the street.
- All backpacks, instruments, books, coats, etc. must be kept out of the aisle.

SCHOOL BUS RULES

- Be at the bus stop five minutes before designated pick up time.
- Use of tobacco products is prohibited
- Keep your head, hands and feet inside the bus.
- Be courteous; profane language, destructive/aggressive behavior will not be tolerated.
- Cell phones may not be used on the bus.
- Students who do not normally ride the bus may not accompany a friend on his/her bus.
- Do not eat/drink on the bus.
- Transporting animals or loose glass containers is not permitted.
- Upon arriving at your destination, leave the bus quickly and quietly without shoving.
- Shouting, changing seats, throwing items from the bus and other forms of misbehavior will result in disciplinary action.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

A student may be suspended from school bus transportation for up to ten days by the administration, or longer by the Board of Education for violation of bus regulations.

STUDENT ACTIVITIES AND ATHLETICS

PHILOSOPHY OF PARTICIPATION IN ATHLETICS AND ACTIVITIES

District 300 officials, coaches of athletic teams and sponsors of student activities believe that those students who are selected for the privilege of membership on teams, squads, performing groups and other school organizations should conduct themselves as responsible representatives of their school. In order to assure

this conduct, coaches and sponsors enforce guidelines for student behavior and specific rules for participation. Members of teams and organizations must always serve as exemplars of high ethical character which is expected from all students. The behavior of members during season or out of season, in uniform or out of uniform, is monitored by coaches, sponsors and other school officials. Members of teams and organizations who fail to abide by the rules for participation are subject to disciplinary action.

1. District 300 has as its primary goal the academic education of all students. Therefore, each coach or sponsor has the obligation to encourage students to perform within reasonable Academic standards.
2. District 300 encourages students/athletes to maintain regular school attendance. The administration reserves the right to limit the participation of students in cases of non-attendance at school.
3. Although the physical stress of athletics may not be necessary for participation in other activities, the participants must serve as exemplars of the entire school body. Therefore, all use or possession of tobacco products, alcoholic beverages and non-prescription drugs by a participant in any school activity will subject the violator to disciplinary action.
4. Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension and are subject to other restrictions resulting from the violation of school rules and regulations.
5. Team squad, club or organization rules:
 - a. Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices or meetings, detentions, curfew, dress and general conduct of participants during practices, contests and trips.
 - b. Violations pertaining to infractions of these regulations are handled by the coach or sponsor of the activity. If the coach or sponsor feels that the nature of the violation requires suspension, appropriate school personnel must be notified.
 - c. Specific rules and regulations regarding athletic participation are available from the Athletic Director.

NON-ATHLETIC STUDENT ACTIVITIES

Consequences for infractions by members of non-athletic organizations are determined by the following guidelines. (Activities that are an extension of the regular classroom are not covered under this policy i.e. Band, Choral, etc.)

A. Clubs and Organizations:

1. First Offense - suspension from club meetings/activities for at least two weeks.
2. Second Offense - suspension from club meetings/ activities for at least four weeks.
3. Third Offense - suspension from club meetings/activities for the remainder of the school year.

B. Student Performance Organizations:

Members of clubs and teams who perform, as well as cast members of the school musical, plays, and talent show are governed by the following guidelines:

1. First Offense - student will not be permitted to participate in/or audition for the next major performing event.
2. Second Offense - suspension for at least the next two performances.
3. Third Offense - suspension for the remainder of the performing events for the entire school year.

Rights of Appeal:

The student and his/her parents may appeal a decision by writing a letter to the coordinator of the respective area with a copy to the Principal within three (3) days following the issuance of the penalty. The hearing will be held with the administration of the school.

Within five (5) school days after the letter is received, the coordinator of the area will notify the parents and the participant of the time and place of the hearing. The school's administration will hear both sides of the case and will take action which they consider to be in the best interest of the student and the school. During the time between the original decision and the hearing, the Principal has authority to waive the action which has been taken.

ATHLETIC POLICY

Interscholastic athletics are a vital part of the total program of a school. Therefore, the behavior of the athlete on and off the field is important. Participants in sports shall maintain standards which will cause all students and parents to be proud of their representatives.

There are several requirements for participation (practice or games) in athletics are Dundee-Crown. They

are as follows:

1. Completed and current sports physical.
2. Completed and currently signed Emergency Card.
3. Properly completed form acknowledging the athlete's willingness to abide by the Athletic Code at Dundee-Crown.
4. Completed Concussion Form
5. Completed IHSA Steroid Form
6. Any User Fee be paid

It is recommended that paperwork be turned in early to avoid missing practices or games. A copy of the Athletic Policy, which must be signed by all students participating in interscholastic athletics and their parents, is available in the Athletic Office and is also available through the District 300 parent-student handbook. Athletes are expected to abide by the D300 Athletic Code of Conduct (printed in the Parent Guardian Handbook), which includes penalties for infractions.

CLUBS

Dundee-Crown High School offers a variety of non-athletic extracurricular activities and encourages student involvement in these programs. An updated list is available in the Athletic Office.

In addition, a number of special interest clubs offer students the opportunity for involvement beyond regular classroom activities. Other clubs may be organized according to student interest.

Academic clubs include WYSE, National Honor Society, Scholastic Bowl, Beta Club, Student Congress, and Speech Team. Qualified students who are not already involved may contact their guidance counselor or the Assistant Principal for Activities and Athletics for more information.

DANCES

Only currently enrolled Dundee-Crown students will be admitted to school dances. Exceptions to this policy include:

1. Prom – where one of each couple must be a current junior or senior enrolled at D-CHS and the other person must be approved by an assistant principal and the school-police liaison officer.
2. Homecoming – one of each couple must be a currently enrolled D-CHS student and the other person must be approved by an assistant principal and the school-police liaison officer. D-C alumni and their dates will also be admitted. No tickets will be sold at the door for Homecoming. The dress code for Homecoming will be casual to semi-formal. No blue jeans, sweat suits, denim shirts or tee shirts will be allowed. Following the school dress code, bare midriffs will not be allowed.

The school has no responsibility for personal belongings at school dances, even in the case where a coat check is provided. Students should never leave items such as cell phones, purses or money in the coat check area or unattended during the dance. No guests age 21 and over will be permitted.

ELIGIBILITY

Before a student can practice or participate as a member of a club, team, or organization, he or she must be in attendance for more than half the school day, on the day of the practice or activity. Exceptions to this policy may be made by the Administrative Council of the school.

There are minimum Illinois High School Association requirements regarding scholastic performance by athletes. District #300 requires a student to be passing five classes for sophomores, juniors, and seniors, and the equivalent of 20 hours for freshman.

SPONSORSHIP OF ACTIVITIES

No event shall be an official school sponsored event that does not have the express prior written approval of the superintendent. No district funds, property or facilities may be used for any event that is not so approved by the superintendent. District personnel are forbidden to represent that the event is sponsored by the school district unless such approval is obtained. Since many events may otherwise inadvertently appear to be school sponsored, all parents and students are urged to contact the school prior to participation to determine whether an event is sponsored by the school district. The school district cannot be responsible or liable for any non-school sponsored event.

2016-2017 STUDENT COUNCIL OFFICERS EXECUTIVE BOARD

President	Joely Gonzalez and Martha Gomez
Vice-President	Azad Dhillon
Public Relations	Emma Brant and Kelly Swanson

2015-2016 CLASS OFFICERS

Senior:	President	Walter Hutton
	Vice-President	Jeremy Jareckyj
	Public Relations	Patryk Maczuga
Junior:	President	Kendall Schmidt
	Vice-President	Zoe Rudd
	Public Relations	Claire Weeks
Sophomore:	President	Silvia Gomez
	Vice-President	Mackenzie Russ
	Public Relations	Nathan Brant

IHSA

Illinois High School Association

The Illinois High School Association (IHSA) has created a very useful Website with nearly all information needed available to anyone having Internet access. If you do not have access to the Internet, please call the Athletic Office and we will make you a copy of the information you are inquiring about. Most rules are found in the IHSA Handbook.

To access the Handbook on the IHSA Website:

- 1) In the NETSITE address, type in www.ihsa.org
- 2) When the IHSA homepage comes up, scroll down until you see "Departments," then **click on "policies."**
- 3) Under IHSA People & Policies, scroll down to the category Constitution & By-Laws and **click on "Handbook."**
- 4) On Handbook page, **click on "By-Laws"** in the center of the page.
- 5) The IHSA By-Laws are available to you by clicking on the section you are interested in.

For example: If you were interested in the general topic of "Eligibility" you would scroll down to find that Eligibility is covered in Section 3 and click on Section 3. Now you would have the option of clicking on to a specific area of interest or scrolling down and reading all of Section 3.

Please feel free to call the Athletic Department at (224) 484-5100 if you have any questions.

DIRECTIONS TO FOX VALLEY CONFERENCE SCHOOLS

DIRECTIONS FROM DUNDEE-CROWN HIGH SCHOOL

CARY-GROVE – 3 Oaks Road and First St., Cary

Take IL Route 31 north to Three Oaks Road (Cary). Turn right and proceed to the school.

CRYSTAL LAKE CENTRAL – 45 West Franklin Ave., Crystal Lake

Take IL Rt. 25 north to Algonquin Rd. (IL Rt. 62). Left on Algonquin Rd. to IL Rt. 31. Right on IL Rt. 31 to Virginia. Turn left on Virginia to Route 14. Left on Route 14 to Keith Ave. Right on Keith and go as far as you can (Union St.). Left on Union to Wallace. Right on Wallace to school.

CRYSTAL LAKE SOUTH – 1200 S. McHenry Ave., Crystal Lake

Huntley Rd. west to Randall Rd. Right on Randall Rd. to the school.

HAMPSHIRE HIGH SCHOOL - 1600 Big Timber Rd., Hampshire

Take Route 72 West to Route 20 West. Route 20 West to Allen Road (West). Take Allen Road a short distance to Brier Hill Road (North) turn right. You can enter High School at Gary Wright Elementary and take curve around.

HUNTLEY – 13719 Harmony Road, Huntley

Main Street (Huntley Blacktop) west about 8 miles to Huntley. Continue about 2 miles west of Route 47 to Harmony Road. Left (south) on Harmony, drive about 1/8 of a mile and go west (right) on Harmony Road to school.

JACOBS – 2601 Bunker Hill Dr., Algonquin

Huntley Rd. west to Randall Rd. Right on Randall Rd. to the school.

McHENRY – EAST CAMPUS – 1012 N. Green St., McHenry

IL Route 31 north to Main Street (McHenry). Right on Main St. to school.

McHENRY – WEST CAMPUS - 4724 W. Crystal Lake Rd., McHenry

Take IL Route 31 north to Bull Valley Rd. Left on Bull Valley Rd. to Crystal Lake Rd. Right on Crystal Lake Rd. to school.

PRAIRIE RIDGE - 6000 Dvorak Dr., Crystal Lake

Take IL Route 31 north to IL Route 176. Left IL Route 176 to Walkup Rd. Right on Walkup Rd. to Dvorak Dr. Right on Dvorak Dr. to school.

DUNDEE-CROWN HIGH SCHOOL ACTIVITIES

ACTIVITY

ADELANTE

Animation Club

Art Club

Auto Prep Club

AVID Club

Bass Fishing Club

BETA Club

Class Advisors

Construction Club

D-C One Heart

French Club

German Club

LGBT

Multiple-Act Play

National Honor Society

Newspaper

Poetry Club

Rotary Club

Scholastic Bowl

School Musical

Spanish Club

SPONSOR/ADVISOR

Angela Miller

Tim Jacoby

Nancy Israel, Stephanie Hasapis

Matt Schwenk

Greg Mason

Freshman

Sophomore

Junior

Senior

Steven Justis

Carie Ageneau, Bonnie Leffer

Antje Starbird

Andy Bero

Kolleen Madeck

Angela Miller

Greg McNally

Scott McNees

Lisa Bettcher

Emma Ageneau

Strategy/Game Club
Student Congress
Student Council
Youth Labor Committee
WYSE

Michael Block, Scott McNees

Amanda Palarz

Mike Block

DUNDEE-CROWN HIGH SCHOOL ATHLETICS

FALL SPORT

Boys Golf
Boys Soccer
Cross Country
Football
Football Cheerleading
Pom Poms
Girls Golf
Girls Swimming
Girls Tennis
Volleyball

HEAD COACH

Bob Sweeney
Rey Vargas
Tyler Carlson
Mike Steinhaus
Erica Hopp
Ashley Nelson, Mary Pasquale
Laurie Herb, Emma Ageneau
Amy Field
Stephanie McClure
Chris Hopkins-Muehl

WINTER SPORT

Basketball Cheerleading
Boys Basketball
Boys Swimming
Girls Basketball
Girls Bowling
Indoor Track (January 2017)
Winter Dance
Wrestling

HEAD COACH

Erica Hopp
Lance Huber
Rick Andresen
Sarah Miller
Dave Mensching

Ashley Nelson, Mary Pasquale
Tim Hayes

SPRING SPORT

Baseball
Boys Tennis
Boys Track
Girls Soccer
Girls Track
Softball

HEAD COACH

Jon Anderson
Cally Genson

Sebastian Falinski
Chris Hopkins-Muehl
Tracy Beatty