



DUNDEE-CROWN HIGH SCHOOL
STUDENT HANDBOOK

LYNN MC CARTHY

PRINCIPAL

1500 Kings Road, Carpentersville, IL

60110

Telephone: 224-484-5000

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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:

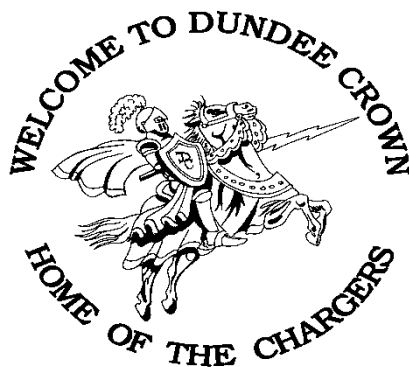
At Dundee-Crown High School, every member of our learning community will strive for excellence, find strength in diversity, value collaboration, and model effective practices.

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 May 2011 and are subject to possible changes throughout the 2011-2012 school year. Parents and students will be notified in the best means possible if changes are necessary.



Dear Students of Dundee-Crown High School:

Welcome to the 2011-2012 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 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
300 Cleveland Ave.
Carpentersville, Illinois 60110
Tel-847-551-8300 Fax-847-551-8413
<http://www.d300.org>

Dundee-Crown High School
1500 Kings Road
Carpentersville, Illinois 60110
Tel-224-484-500 Fax-224-484-5098
<http://dchs.d300.org>

BOARD OF EDUCATION 847-551-8300

Mrs. Anne Miller, President	Mr. Joe Stevens	Mr. Stephen Fiorentino
Mr. Chris Stanton, Vice President	Mrs. Susie Kopacz	
Mrs. Karen Roeckner, Secretary	Mr. David Allesio	

DISTRICT 300 ADMINISTRATION..... 847-551-8300

Mr. Michael Bregy	Superintendent
Mrs. Sarah Kedroski	Associate Superintendent
Dr. Cheryl Crates	Chief Financial Officer

DUNDEE-CROWN ADMINISTRATIVE COUNCIL 224-484-5000

Mrs. Lynn McCarthy	Principal
Mr. Eberto Mora	A.P. for Operations
Mr. Chris Columbaro	A.P. for Curriculum and Instruction
Dr. Basilio Salazar	A.P. for Student Services
Mrs. Janine Glenn	A.P. for Student Services
Mr. Richard Storm	Athletic Director
Mr. Jorge Almodovar	Dean of Students
Mr. Brian Conant	Freshman Academy Director
Mr. Sunil Mody	English Divisional
Mr. Timothy Bruell	Math Divisional
Mrs. Barbara Sydnor	Science Divisional
Mr. Chris Lagioia	Social Studies Divisional
Mrs. Susan Rohlwing	Special Education Divisional

BUILDING DEPARTMENT REPRESENTATIVES

AVID Coordinator	Mr. Rich Bogue	224-484-5202
Counseling Dept. Rep.	Mr. Jason Johnson	224-484-5049
Media Center Director	TBA	224-484-5061
SEA Level	Mr. Dave Alters	224-484-5138
Testing Coordinator	TBA	224-484-5215
Tutoring Center Director	Ms. Stephanie Reed	224-484-5247

SERVICE PERSONNEL

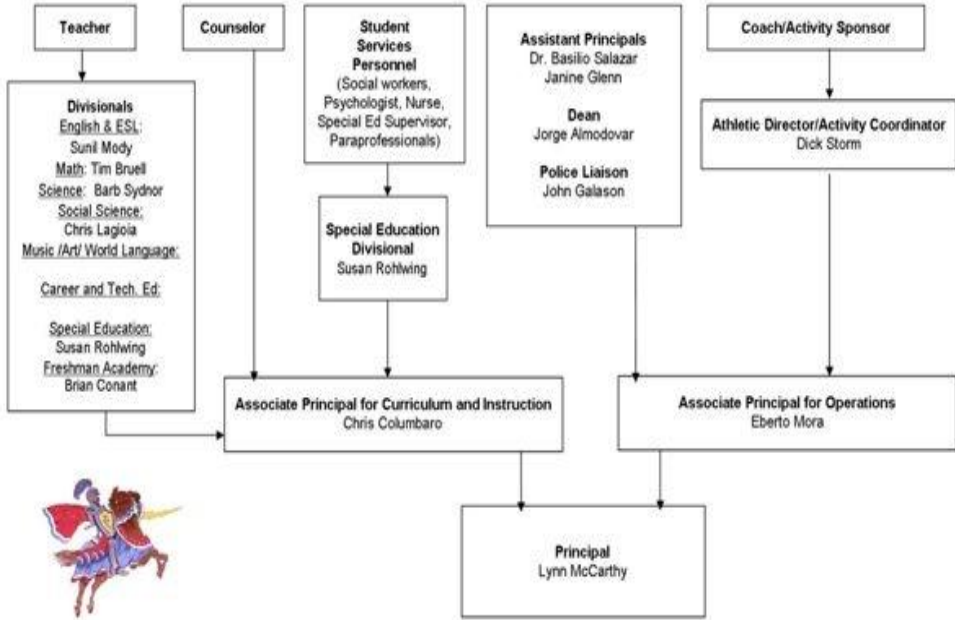
Building Manager	Mr. Sean Havalotti	224-484-5021
Police Liaison	Mr. John Galason	224-484-5031
School Translator	Mrs. Alma Valdivia	224-484-5027
Nurse	Mrs. Peggy Peterson	224-484-5012

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

**Dundee-Crown High School
Building Organizational Flowchart
2011-2012**

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.

Dundee-Crown High School
1500 Kings Road
Carpentersville, Illinois 60110
Main Office (224) 484-5000
Counseling Office (224) 484-5040
Deans Office (224) 484-5030
Athletic Office (224) 484-5100
Attendance Office (224) 484-5020



DUNDEE-CROWN 2011-2012 SCHOOL CALENDAR

August

- Classes BeginAugust 15
- Freshman Parent Night- Math/Science @ 7pmAugust 24
- Late Arrival (9:45am).....August 29

September

- Labor Day – D300 Closed..... September 5
- Late Arrival (9:45am)..... September 12
- Homecoming Parade September 18
- Freshman Parent Night- English/History @ 7pm..... September 21
- Homecoming Game September 23
- Homecoming Dance..... September 24
- Late Arrival (9:45am)..... September 26

October

- Full-Day School Improvement Day October 7
- Columbus Day – D300 Closed..... October 10
- Final Exams (Blocks 1 & 2) October 13
- Final Exams (Blocks 3 & 4) October 14
- Late Arrival (9:45am)..... October 17
- Freshman Parent Night- Electives @ 7pm October 26
- Late Arrival (9:45am)..... October 31

November

- Late Arrival (9:45am)..... November 14
- Full-Day Workshop/Parent-Teacher Conferences November 21
- Full-Day Workshop/Parent-Teacher Conferences November 22

Non-Student Attendance Day	November 23
Thanksgiving Recess – D300 Closed	November 24 & 25
December	
Late Arrival (9:45am).....	December 5
Final Exams (Freshmen- Red Day - Blocks 1, 2, 3, 4)	December 14
Final Exams (Freshmen- Blue Day - Blocks 1 & 2)	December 15
Final Exams (Grades 10, 11, 12 - Blocks 1 & 2).....	December 15
Final Exams (Freshmen- Blue Day - Blocks 3 & 4)	December 16
Final Exams (Grades 10, 11, 12 - Blocks 3 & 4).....	December 16
Winter Recess.....	December 19 – January 2
District Holiday – D300 Closed	December 23 & 26
District Holiday – D300 Closed	December 30
January	
District Holiday – D300 Closed	January 2
Classes Resume	January 3
Late Arrival (9:45am).....	January 9
Martin Luther King, Jr. – D300 Closed.....	January 16
Incoming Freshman Orientation and AAA Fair	January 18
Late Arrival (9:45am).....	January 23
February	
Late Arrival (9:45am).....	February 6
President’s Day – D300 Closed	February 20
Late Arrival (9:45am).....	February 27
March	
Half-Day School Improvement Day.....	March 1
Parent Teacher Conferences	March 1
Kane County In-Service Day-All District Workshop	March 2
Final Exams (Blocks 1 & 2)	March 8
Final Exams (Blocks 3 & 4)	March 9
Late Arrival (9:45am).....	March 19
Spring Recess.....	March 26 – March 30
April	
Classes Resume	April 2
District Holiday – D300 Closed	April 6
Late Arrival (9:45am).....	April 9
Late Arrival (9:45am).....	April 23
PSAE Testing.....	April 24 & 25
May	
Half-Day School Improvement Day.....	May 4
PROM	May 5
Late Arrival (9:45am).....	May 7
Senior Awards.....	May 9
Graduation at Sears Centre (10:30am).....	May 19
Final Exams (Freshmen- Blue Day - Blocks 1, 2, 3, 4).....	May 21
Final Exams (Freshmen- Red Day - Blocks 1 & 2)	May 22
Final Exams (Grades 10, 11 - Blocks 1 & 2).....	May 22
Final Exams (Freshmen- Red Day - Blocks 3 & 4)	May 23
Final Exams (Grades 10, 11 - Blocks 3 & 4).....	May 23
Memorial Day – D300 Closed.....	May 28

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

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if changes are necessary.

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).

BELL SCHEDULE (DAILY)

Attendance Office opens	7:00 a.m.
Warning Bell	7:35
Block 1	7:40 – 9:05
Block 2	9:12 –10:37
Charge It Up	10:47- 11:17
Block 3 A Lunch	11:23 – 11:53
Block 3 A Class	11:58 – 1:23
Block 3 B Class	11:23 – 12:03
Block 3 B Lunch	12:04 – 12:34
Block 3 B Class	12:38 – 1:23
Block 3 C Class	11:23 – 12:48
Block 3 C Lunch	12:53 – 1:23
Block 4	1:30 – 2:55
Attendance Office closed	4:00
Main Office closed	4:00
Counseling Office closed	3:45

FINAL EXAM SCHEDULE - (Finals—two consecutive days at the end of each term)

Warning Bell	7:38 a.m.
Block 1 & 3 (class)	7:40 – 8: 40
Block 1 & 3 (final)	8:45 – 10:15
Break	10:15 – 10:30
Block 2 & 4 (class)	10:30 – 11:30
Block 2 & 4 (final)	11:35 – 1:05
Lunch	1:05 – 1:35
Bus Pick-up	1:35

SHORTENED DAY SCHEDULE (Half Day)

Warning Bell	7:38 a.m.
Block 1	7:40 – 8:25
Block 2	8:30 – 9:15
Block 3	9:20 – 10:05
Block 4	10:10 – 10:55
Lunch	11:00 – 11:30
Bus Pick-up	11:30

LATE START SCHEDULE

Warning bell	9:43a.m.
Block 1	9:45-10:50
Block 2	10:55-12:00
Block 3A lunch	12:05-12:35
Block 3A class	12:40-1:45
Block 3B class	12:05-12:35
Block 3B lunch	12:37-1:07
Block 3B class	1:10-1:45
Block 3C class	12:05-1:10
Block 3C lunch	1:15-1:45
Block 4	1:50-2:55

PEP ASSEMBLY SCHEDULE

Block 1	7:40-9:00
Block 2	9:07-10:27
Block 3A lunch	10:34-11:04
Block 3A class	11:09-12:34
Block 3B class	10:34-11:14
Block 3B lunch	11:15-11:45
Block 3B class	11:49-12:34
Block 3C class	10:34-11:59
Block 3C lunch	12:04-12:34
Block 4	12:41-2:01
Assembly	2:01-2:55

INFORMATION DIRECTORY

Dundee-Crown High School Tel 224-484-5000 * Fax 224-484-5098

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

Athletics/Activity Information	Mr. Richard Storm	224-484-5023
Attendance	Attendance Office	224-484-5020
Booster Club (Athletics)	Mr. Mark Gross	224-484-5023
Building Facilities	Mr. Sean Havalotti	224-484-5021
Bus Schedule	Transportation Office	224-426-1975
Emergency Message to Child	Attendance Office	224-484-5020
Grades/Report Cards	Teacher/Subject Area	224-484-5000
Overdue Library Materials	Media Center	224-484-5062
Lost and Found	Attendance Office	224-484-5020
Nurse	Mrs. Peggy Peterson	224-484-5012
Parking	Mr. Eberto Mora	224-484-5033
Police Liaison	Mr. John Galason	224-484-5031
Psychologist	Ms. Piper Stratton	224-484-5054
Social Worker	Ms. Teresa Barnes	224-484-5042
Social Worker	Mrs. Jane Hansen	224-484-5047
Sports Cancellation	Athletics	224-484-5022
Yearbook	Mrs. Kate Norkus	224-484-5176

COUNSELORS: 224-484-5040

Ms. Gail Blanchard	224-484-5043
Mrs. Ann DiCosola	224-484-5044
Ms. Evonne Drakousis	224-484-5045
Mrs. Janet Johnson	224-484-5051
Mr. Jason Johnson	224-484-5049
Mrs. Kristi Tannheimer	224-484-5055
Mrs. Katie Wick	224-484-5057
Mrs. Joanne Yakes	224-484-5058

COUNSELING DEPARTMENT

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

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. This is to be done at the beginning of the enrollment process. The primary basis for residence is that the parents of the student are legal residents of the district. There are a few special exceptions to this rule which involve the age of the student and financial support. In an unusual case, the principal must have a written, notarized statement of the case, an affidavit and temporary enrollment form (available in the Counseling Office), signed by the parents prior to a ruling.

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.
3. 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 PROGRAM OPPORTUNITIES

ADVANCED PLACEMENT COURSES

Advanced placement studies are offered in American Government, Biology, Calculus, Chemistry, English, Environmental Science, Human Geography/Macro Economics, Physics, Psychology, and U.S. History. 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. These examinations are based on college studies and the scores are sent to the students' colleges. The scores are used as a barometer for appropriate placement. 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.

MIDDLE COLLEGE PROGRAM

Dundee-Crown High School offers the Middle College Program in conjunction with Elgin Community College. This program enables select college bound students to take certain college level courses during the regular school day. The courses are taught on E.C.C.'s campus by college instructors. The coursework and requirements are exactly the same for courses in this program as courses taught on E.C.C.'s campus. At the successful completion of the course, a student will earn .50 honors-weight high school credit and also 3 college credits. Each course is two- nine week term, or one college semester. Tuition is paid by the school district but each student is responsible for the purchase of their textbooks and transportation.

The Middle College courses are open to seniors who have maintained at least a 3.25/4.00 cumulative grade point average. The courses available for the school year include: Introduction to Psychology, Principles of Sociology, and Introduction to Humanities. These courses have been selected because they meet the general education requirements at most colleges. Many of our former students have transferred credit from these courses to a variety of different colleges. However, it is always the decision of the college whether or not they will issue credit. Anyone having questions about the program should contact your student's 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 student's counselor before the student enrolls. The student must submit a certificate of successful completion of the course (s) in order to receive credit. Generally, correspondence courses are considered general weight regarding the Weighted Grade Policy. All costs must be borne by the student.

FRESHMAN ACADEMY SCHEDULE AND RED/BLUE DAYS

There are three Freshman Academy core courses: English, World History, and Math. Freshman English and World History classes are scheduled as red/blue classes. This means that the two classes meet on alternating days, or red/blue days.

All freshmen must take four terms of math (meeting every day for the whole year). Freshmen are required to take two terms of Biology and two terms of PE. Freshmen can also take up to four terms of elective classes. Electives include (but are not limited to) music, art, business, technology, vocational classes, and AVID. Students in need of reading support will take a reading class instead of Biology.

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 is grade, cumulative credit, and cumulative grade point average. Only the term grade (9 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 who are doing failing or incomplete work are notified at regular intervals by the teacher. 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.
I	A designation for incomplete. Incomplete grades are issued mainly for prolonged illness, or illness immediately before the end of the term. Incomplete grades must be completed no later than the end of the subsequent term. If not completed before this deadline, a grade of failure will be recorded unless special permission has been obtained.
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 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 for disciplinary reasons, 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. Letter grades only 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:

Grade	AP/Approved College Courses	Honors (H)	Advanced (A)	General (G)	Prep(P)
A	6.5	6.0	5.5	5.0	5.0
B	5.5	5.0	4.5	4.0	4.0
C	4.5	4.0	3.5	3.0	3.0
D	3.5	3.0	2.5	2.0	2.0
F	0	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 "general weight". The modification of this policy may be made at the discretion of the principal. The weighted grade point average for transfer students is determined by the counseling staff.

CALCULATING A WEIGHTED GRADE POINT AVERAGE

Students will receive a report card at the conclusion of each nine-week term. The report card states a student's current cumulative weighted grade point average (g.p.a.) as well as the current rank in class. To compute a g.p.a., 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. For example:

Weight	Course	Grade	Quality Points	Credit		
H	English 1413	A	6.0	X	.50	= 3.00
A	Algebra 3304	B-	4.5	X	.50	= 2.25
A	Biology 4301	F	0	X	.50	= 0
G	Drawing 8212	C	3.0	X	.50	= 1.50
A	Spanish I 5301	A	5.5	X	.50	= 2.75
G	P. E. 9202	D	2.0	X	.25	= .50
			Totals: 2.75			10.00

Divide the quality points (10.00) by the credits attempted (2.75) to determine the weighted g.p.a. (3.636). Use exactly the same method to compute a cumulative grade point average. The cumulative average combines grade 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 (9 weeks). Honor Roll status is determined on the basis of the grade point average (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:

- English - 4 credits
- Mathematics - 3 credits
- Science - 2 credits
- Social Studies – 3 credits to include:
 - 1 credit of U.S. History, 1 credit of World History, 0.5 credits of Global Economics, 0.5 credits of American Government
- Physical Education - 3.5 credits
- Health – 0.5 credits
- Safety Education/Driver Education – 0.5 credits (May be taken privately but no credit will be awarded. Proof of program completion should be turned in to the student's counselor.)
- Elective credit must be earned from the following three strands with at least one credit earned in each strand.
 - Strand I: Art, Foreign Language, Music
 - Strand II: English, Mathematics, Science, Social Science (Credits in this strand must be **in addition** to the graduation requirements)

9. Passing grade must be earned on an examination covering the federal and state Constitution, the Declaration of Independence and flag etiquette.

Completion of the Prairie State Achievement Exam (PSAE) prior to graduation as required by state law.

COLLEGE ADMISSION RECOMMENDATIONS

1. English- 4 credits
2. Mathematics – 4 credits (at least through Algebra 2)
3. Science – 3 credits (at least two lab courses)
4. Social Studies – 3 credits
5. Foreign 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. Parents may request this service by contacting the Counseling Department to obtain the appropriate paperwork. In order to qualify for Homebound Tutoring, the physician must certify that the student will be absent from school for at least a two-week period.

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 in students broader knowledge, good work habits and a sense of responsibility which will benefit students throughout their entire lives. Homework enables the parent to see what the student is doing in school, gives teachers another view of the student's abilities, and opens up avenues of communication between parent and child. 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 study aids and materials provided by your teacher and parents.
- Use your time efficiently. Plan ahead. Don't wait until the last minute to do long term assignments.
- Complete your part of an assignment that involves the cooperation of one or more of your classmates.
- Study in a well-lit, distraction-free area.
- Study at a specific time daily.
- Discuss your homework assignments with your parents.
- Talk with your teacher if you have problems completing the assignment.
- Be neat. Be organized. Keep track of school materials and assignments.

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 page 19 for make-up privileges regarding suspension days.

ACADEMIC PE WAIVER POLICY

Academic waivers are permitted for student in grades 11 and 12 for the following reasons:

1. 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/her choice.
2. 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.
3. To enroll in taking a rigorous college-prep sequence of classes, including AP classes and that they cannot fit the AP classes and PE classes into the schedule or summer school.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by the principal. Every student excused from physical education course requirements will be provided with a schedule which meets minimum school day requirements. Please see your counselor for more information.

SCHEDULING

CLASS SCHEDULE

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

- Students in grade 9 must enroll in five classes each term (AVID 9th grade students must enroll in six classes each term). Students in grades 10 and 11 must enroll in four classes each term (AVID 10th grade students must enroll in five classes each term). Students in grade 12 must enroll in a minimum of three classes each term and meet the minimum school day requirements.
- Students must take physical education, health or safety education during each school year. The D-CHS Curriculum Guide has additional information.
- Only seniors are qualified 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 registration days at Dundee-Crown High School.

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 Term must be made prior to the first day of classes. For all other terms, student or parent/guardian initiated changes must be made prior to finals week of the preceding term. No student or parent/guardian initiated schedule changes will be made during finals week or once a new term begins.

Deadline for student or parent/guardian initiated changes to student schedules:

- Term 1- Changes must be requested and completed prior to the first day of classes. Please call to make an appointment to meet with a counselor during the summer.
- Term 2- All changes need to be made by the Friday before Term 1 finals week.
- Term 3- All changes need to be made by the Friday before Term 2 finals week.
- Term 4- All changes need to be made by the Friday before Term 3 finals week.

Schedule changes are only made for the following circumstances:

- A student has approval for a level change.
- 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.

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.

TESTING (STATE AND LOCAL)

JUNIORS – Each April the Illinois State Board of Education **requires juniors to be tested** in the areas of Reading, Writing, Mathematics, Science, and Social Studies, with the Prairie State Achievement Examination (PSAE). **The state also requires the PSAE test to be completed prior to graduation.** The ACT is a component of this test. Students who meet the Limited English Proficient criteria are tested in Mathematics and Reading.

- SOPHOMORES – During the April testing week, all 10th graders will take the IACT. This test covers the areas of English, Mathematics, Reading and Science Reasoning.
- FRESHMEN – All 9th graders will take the PLAN test. This test includes an interest inventory which helps students explore career options and is an indicator of how students will score on the ACT test.

More information will be distributed during the school year to the students who will be tested.

WITHDRAWAL FROM SCHOOL

A parent/guardian who wishes to withdraw their son/daughter from school must contact 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

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

ATTENDANCE POLICY

Daily attendance at school is required by State statute.

Studies have shown that students who miss more than five days on the block schedule are putting themselves in jeopardy of failing the class or losing credit toward graduation.

AUTOMATED PHONE SYSTEM

A computer driven phone system will initiate daily calls to the homes of students who were marked unexcused from any class during the school day. Parents/Guardians should update contact phone numbers regularly 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.

The administration will determine whether an absence is excused or unexcused. **Students will retain make-up privileges for missed work and assignments only if the absence is excused by the school.** If a parent/guardian fails to call, the absence will be considered unexcused and the student will be subject to disciplinary action.

Student absences from school will be classified as follows:

EXCUSED ABSENCES INCLUDE: (1) personal illness (a medical excuse may be required if the illness exceeds five days and/or a physical may be required), (2) serious family emergency, (3) death in the immediate family, (4) pre-arranged attendance at religious instruction and/or holiday, (5) attendance in court with documentation, (6) medical and dental appointments when necessary and (7) college visitations with documentation. All other absences are unexcused. If a student has unexcused absences, assigned work must be completed.

UNEXCUSED ABSENCES – Reasons for unexcused absences shall include: Truancy, class cuts, suspension, failure to have proper verification to explain an absence, and any unauthorized departure from the building. Some examples of unacceptable reasons for absences include: **oversleeping, missing the bus, job interviews, jobs, shopping trips, car troubles, and babysitting.**

COLLEGE VISITATION DAYS

In order to help in the college selection process, every student may take two days during their junior and senior years for the purpose of visiting a college campus. These days will not count against a student's attendance provided the proper 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.

PREARRANGED ABSENCE FOR ONE OR MORE FULL SCHOOL DAYS

Extended absences and/or vacations during the school year are discouraged. Valuable educational experiences are lost and grades may be affected. If extended absences during the school year are unavoidable, the parents/guardians and the student are responsible for following the extended absence policy established by the district.

Extended Absence Policy: Parents/Guardians must provide a written request at least one week in advance. The principal/designee must then review the request and communicate with the parent/guardian. If no review of the request and communication with the principal/designee takes place, the student's will be dropped after the **10th** consecutive absence. The student may re-enroll upon his/her return. All assignment given to the student prior to his/her extended absence are due the day the student returns.

*** It should be noted that Dundee-Crown High School does not condone prolonged student absences.**

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.

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 7:40 a.m. and ends at 2:55 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 three 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 disturbances to the educational processes. 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 their 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

All students should arrive at school before the tardy bell rings at 7:40 a.m. for their first block class. Adequate time is provided for the students to reach their next class before the tardy bell rings. Students who are not in their assigned classroom when the tardy bell rings, will be directed to the Attendance Office or nearest Plasco mobile station for a tardy pass to class.

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. Only the reasons listed as excused absences on page 14 are eligible for an excused tardy-to-class pass.

Consequences for tardiness may include: warning, detention, parent conference, In school supervision or suspension, loss of parking permit, loss of privileges and further disciplinary actions may be taken.

COMPULSORY ATTENDANCE

Any child between age seven (7) and age seventeen (17) must attend public school unless:

1. Attending private or parochial school.
2. Physically or mentally disabled and so certified by a qualified physician.
3. Excused or suspended temporarily by the principal/designee for cause.
4. Otherwise provided by law.

TRUANCY

1. "Truant" means a child who is subject to compulsory school attendance and who is absent without valid cause for a school day or portion thereof.
2. "Chronic or Habitual Truant" means a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular days.
3. "Truant Minor" means a child who is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Procedures and penalties for students subject to compulsory school attendance days:

- A. Truant students may be assigned a detention, in-school supervision, or suspension, and the parent/guardian will be notified.
- B. Chronic truant students will result in referrals to the Kane County Superintendent. These referrals list the supportive services the student has received or been offered to correct the truancy. A student may be required to enter into a written commitment to attend school.

Procedures and penalties for students not subject to compulsory school attendance:

- A. Truant students may be assigned a detention, in-school supervision, or suspension and the parent/guardian will be notified.
- B. Chronic truant students may result in any of the following: suspension from school, parent conference, discussion of additional supportive services and educational alternatives, a **written commitment to attend school**, placement on a disciplinary warning or recommendation to night school.

VISITORS

Parents of students are encouraged to visit the high school. 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.

STUDENT CONDUCT

Students may be disciplined for misconduct occurring while on school grounds or district property, during attendance at and/or participation in extracurricular activities and other school-related functions scheduled on or off school grounds, or during travel to and from school.

BEHAVIORAL EXPECTATIONS

At Dundee-Crown High School, we believe that displaying Charger Pride will result in a positive educational environment.

- Charger Pride is:
- *Be Respectful
 - *Be Responsible
 - *Be Positive

DUNDEE-CROWN HIGH SCHOOL DISCIPLINE SYSTEM

Students may be assigned detentions, in-school supervision, out-of-school suspension, be dropped from class without credit, and/or referred to the School Board for expulsion for various acts of misconduct or violations to school rules. Such acts include, but are not limited to the following:

- Inappropriate behavior in class, hallways, cafeteria, washrooms, assemblies, bus and bus areas, or other school activities.
- Use of vulgar or obscene language either orally or in writing.
- Unexcused tardiness to school or truancy.
- Failure to serve a detention or disciplinary assignment.
- Inappropriate dress.
- Public display of affection, lewd, or obscene conduct.
- Possession or use of inappropriate items (i.e. toys, novelties, cameras, beepers, chains, spiked novelties, etc.).
- Possession or transfer of inappropriate reading material in school.
- Being in an inappropriate area of the school without proper authorization.
- Littering the halls, classrooms, and other school areas.
- Unauthorized use of school equipment.
- Refusal to comply with the reasonable and lawful instruction or orders from school personnel, including substitute teachers and bus drivers.
- Forgery and/or possession of school forms.
- Use or possession of tobacco and related products on school property (this includes busses).
- Use of drugs and/or alcohol
- Threatened or actual infliction of bodily harm, physical violence, or intimidation of any student or employee of the school. In the case of fighting, all participants in the fight shall be liable.
- Intentionally damaging school property or property belonging to another person.
- Attempt or actual unauthorized entry into any school building during such times when school is not in session, or unauthorized entry into any restricted school area.
- Class cuts or leaving the school and/or property without proper permission during the school day.
- Gambling.
- Academic dishonesty.
- Threats made outside of school that constitute a danger to the physical safety of pupils or school personnel while on campus.
- Inappropriate use of cell phones
- Look-alike weapons or drugs.

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 DISHONESTY

Cheating in any form or manner (i.e. possession of a test(s), unauthorized use of calculators, 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, the student fails that assignment 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.

Information regarding the appeals process is available in the Main Office.

ADVERTISING

Students who desire to advertise, make collections, or solicit for any activities, whether sponsored by the school or not, must obtain permission to do so from the school administration. Specific guidelines on this subject, use of bulletin boards, and distribution of written materials can be obtained from the Administrator for Student Activities.

BULLYING

Illinois State Law and District policy prohibits 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 from 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, and he or she has difficulty defending themselves. With respect to electronic communications made off campus or through non-district equipment, students can only 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. 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 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.

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 to insure the utmost opportunity to learn.** Repeated violations of

classroom rules may result in disciplinary action and/or the student being dropped from the class.

CLOSED CAMPUS

Students should not plan to arrive on school property before 7:00 a.m.

The regular school day will begin at 7:40 a.m. and end at 2:55 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. Doors are monitored under video surveillance.

Students may not remain in the school building after 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.

DEFIANCE

Definition: The act of boldly resisting directives of school personnel.

DETENTIONS

Any member of the certified staff is authorized to detain students for misconduct or for the purpose of performing makeup 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 in a given 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. The length of these detentions are thirty (30) minutes.

After School Detention: This detention is issued by an dean/assistant principal as an alternative to suspension. These detentions are 1- 2 hours in length and are typically held weekly beginning 10 minutes after dismissal on Tuesdays 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 suspension.**

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 are expected to dress appropriately for the educational environment at Dundee-Crown High School. The responsibility for implementing the rules and regulations which the Board of Education expects students to observe is delegated to the principal or designee who has the authority to make discretionary judgments regarding the appropriateness of student dress and to take corrective and/or disciplinary action if necessary. Items of clothing which could be construed as depicting or promoting the illegal, immoral, or obscene, specifically items which depict or refer to alcohol, drugs, gangs, cults or obscenities, will not be permitted. **Students are not permitted to expose bare midriffs, wear low cut tops, or display undergarments.** In addition, students are not permitted to have the bottom of their pant legs constricted by any means. Any clothing that is offensive or distracting to the educational environment is subject to disciplinary action.

DRUGS/ALCOHOL

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

ELECTRONIC SIGNALING DEVICES (CELL PHONES, ETC.)

The personal use of electronic signaling devices or cellular phones is prohibited during the regular school day. Students are permitted to have cell phones in their possession, but they must be turned off and out of sight. There may be times when these devices can be used in the classroom for educational purposes under the direct supervision of a staff member. **The school is not responsible for any loss or theft of these items, and students who choose to bring them to school do so at their own risk.**

The definition of a school day is from 7:40am until such time as the last class of the day has ended. This shall include all lunch hours, hallway passing periods, and all field trips. The "off" mode shall mean unable to transmit or receive communication. Modes of operation such as silent, vibrating, or text messaging are unacceptable and will not be considered as "off" mode. Failure to follow this policy will result in disciplinary action.

ELECTRONIC ENTERTAINMENT DEVICES

Handheld electronic entertainment devices such as iPods and handheld video games are allowed at school and may be used during passing periods and/or during a student's lunch hour to the extent that these devices do not disrupt the educational process. Use of these devices is not allowed during any instructional setting. **The school is not responsible for any loss or theft of these items, and students who choose to bring them to school do so at their own risk.**

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 \$100.00 fine. 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.

HEADWEAR POLICY

Headwear items (i.e. hats, caps, scarves, hairnets, bandanas, sweatbands, stocking caps etc.) are to be removed upon entering the building and stored in student lockers until leaving the building. These items are inappropriate in an educational institution and threaten the educational process and compromise safety. They may not be worn anywhere in the school during the school day (except as required for religious or medical purposes). Offenders will be subject to disciplinary action.

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, athletic events). Students may obtain a replacement ID card in the Student Services Office. There is a \$5.00 replacement fee.

INSUBORDINATION

Definition: Abusive or disrespectful conduct or language toward school personnel.

PEER JURY

Peer jury is a voluntary student-driven alternative to traditional in-school discipline program. It is designed to help reduce student discipline incidences and prevent the escalation of negative behavior. Six to twelve student jurors and an adult moderator facilitate the program.

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. Teachers may remove students from a classroom for disruptive behavior.

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.

SEXTING

Sexting includes the act of sending sexually explicit photographs or images in electronic form by cellular phone, computer, or other electronic device. It is a violation of Illinois Law for a minor under the age of 18 to electronically distribute or disseminate any material that depicts another minor nude or engaged in any sexual or lewd conduct. The District prohibits students from engaging in sexting, including possessing sexually explicit photographs or images on any electronic device regardless of whether the depiction violates State Law. Any cellular phone or other electronic device may be searched upon reasonable suspicion of sexting. All students involved in sexting may be disciplined. In all cases where sexting is suspected, school administrators will contact the police.

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 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. Daily assignments missed due to unexcused absences or suspensions must be completed although full credit may not necessarily be awarded. However, full credit will be given for tests, projects, and final exams. 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. 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 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 luncheon and ala 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.

RECYCLING PROGRAM

Dundee-Crown's Recycling Program has been nationally recognized, and was awarded the Best Program in Illinois by the Illinois Recycling Association. The program has saved landfill space, resources, and money. Students & staff are expected to participate by placing recyclable materials in the appropriate containers in classrooms, offices, hallways, and special purpose areas. Recyclable materials include: white paper, mixed paper, newspaper, slick paper, cardboard, plastic bottles, aluminum cans, clothes, batteries, printer cartridges, electronic media, and more.

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 WEBPAGE

The Dundee-Crown High School Counseling Department has developed a webpage designed to help students, parents, teachers, alumni and members of the community. The site currently has 10 topic areas: college information, counseling calendar, financial aid information, military information, Illinois Junior Colleges, Illinois State Colleges, 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. For example, the Financial Aid Information section includes a scholarship newsletter that is updated twice a month and lists all the local and non-local scholarships that are brought to our attention. The webpage will be expanded in the future to include other important topics. Be sure to check us out at:

<http://www.d300.org/web/schoolsites/dundee-crown/guidancedepartment.html>

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 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 Attendance Office. All found articles should be turned in there. Articles may be claimed before school, during lunch hours, and after school by properly describing or identifying them. Unclaimed articles will be discarded at the end of each term.

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

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 Student Services 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 Response System will notify families by phone. In addition, several local radio and television stations are asked to broadcast the closure. The District 300 website, www.d300.org, also lists school cancellations for all D300 schools.

The stations are: **FM:** 94.3 WJKL, STAR 105.5,
AM: 1410 WRMN, 720 WGN, 780 WBBM
TELEVISION: Channel 32 (WFLD), Channel 9 (WGN)

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

Due to the cost of duplicating and mailing transcripts, a fee is charged for this service. After five transcripts have been processed at no cost, a fee of \$5.00 will be charged. Payment is required at time of request.

WORK PERMITS

The Main 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 Main 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.

AUTOMOBILES/PARKING REGULATIONS

Student designated parking areas are the South and East parking lots. All students will be assigned an individual parking space.

When the parking limit for the South lot has been reached, the East lot may be available for additional permit parking. Students found using the wrong parking lot or space during the school day will incur the consequences of a parking violation.

All fees and obligations must be paid in full before purchasing a parking permit or temporary parking permit.

Authorized students will be allowed to drive on school property and to use school parking facilities as long as they have a parking permit properly displayed, obey the Rules of the Road and the following regulations:

1. Park in assigned student parking areas.

Parking violations will result in the following:

1st Offense - Student will be issued a ticket and a After School detention or loss of permit for 1 week. If the detention is not served, permit will be revoked for 4 weeks.

2nd Offense - Student will be written up and issued a ticket.

Loss of parking permit for 4 weeks.

3rd Offense - Student will be written up and issued a ticket.

Loss of parking permit for an entire term.

4th Offense - Student will be written up and issued a ticket.

Loss of parking permit for the remainder of the year with no refund.

2. Do not exceed the speed limit on the grounds (TEN MILES PER HOUR).
3. Leave cars immediately after arriving at school.
4. Do not loiter in the parking lot or go to cars during the school day without permission from the principal/designee.
5. Do not leave the school parking lot during the day without proper permission. **Violators may have their permit revoked.**
6. Have a valid automobile liability insurance policy as required by Illinois law.
7. Do not drive carelessly, recklessly, or in a hazardous manner while on the school grounds or the streets bordering the school.
8. Do not cut in between buses or pass buses on school grounds.
9. Parking stickers may not be transferred from one vehicle to another; students may not give or sell their parking sticker to another student.
10. Only the student to whom the sticker is registered may drive the car to school, no other family member can use the sticker.

***Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, weapons, alcohol, or stolen property might be present in the vehicles.**

The Dean's Office will assume responsibility for traffic and parking plans and is authorized to take the following actions:

1. Students who violate either parking or traffic regulations will be subject to disciplinary action such as detention, suspension, towing, or revocation of parking privileges and/or traffic citation. Vehicles will be towed at the owner's expense if the car is on the property while a permit has been revoked or if the vehicle does not have a valid permit.
2. Community Unit School District #300 and Dundee-Crown High School are not responsible for damage to automobiles.
3. Parking without a permit will result in a ticket, a fine, and the vehicle being towed at owner's expense for repeat offenses.
4. The Dean's Office will maintain a complete and accurate record of all student parking violations.

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. 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. We strongly disapprove of students staying home on a school day to rest for a school event that day or night. 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:

- A completed and current sports physical.
- A complete and currently signed Emergency Card.
- Properly completed form acknowledging the athlete's willingness to abide by the Athletic Code at Dundee-Crown.
- 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 is available in the Fieldhouse Office.

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, and Beta Club. 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. No guests age 21 and over will be permitted.

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.

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 (minimum of 2 blocks), 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 three classes in the block schedule 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.

2011-2012 STUDENT COUNCIL OFFICERS

EXECUTIVE BOARD

President	Jacqueline Duarte
Vice-President	Tess Waldron
Secretary	Makiah Scott
Treasurer	Kyle Efken
Historian	Steven Eyster

2011-2012 CLASS OFFICERS

Senior:	President	Jhan Galarza
	Vice-President	Samantha Dabah
	Secretary	Emily Smith
	Public Relations	Ashley Brooks
Junior:	President	Aubrey Cornwell
	Vice-President	Kathryn Wrightsman
	Secretary	Emma Ulbert
	Public Relations	Sarah Simon
Sophomore:	President	Akemi Almeida
	Vice-President	Robin Stanke
	Secretary	Mary McNicholas
	Treasurer	Morganne Schmidt

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.

GRAYSLAKE CENTRAL – 400 North Lake St., Grayslake

Take IL Route 31 north to IL Route 120. East on IL 120 (Belvidere Rd.) to Lake St. (Grayslake). North on Lake St. to school.

GRAYSLAKE NORTH – 1925 North Route 83, Grayslake

Take IL Route 31 north to Route 120. East on Route 120 to Hainesville Road (north). Hainesville Road (north) to Washington Street east (right). Washington to Route 83 north (N. Barron Road). School on east side.

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.

JOHNSBURG – 2002 W. Ringwood Road, Johnsburg

IL Route 31 north through McHenry. Right on Pioneer. Then right on Ringwood Rd. School is on the left at the corner of Skyhawk and Ringwood.

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.

WOODSTOCK – 501 W. South St., Woodstock

Huntley Rd. west to IL Route 47 (Huntley). Right on IL Route 47 to US 14 in Woodstock. Left on US 14 to Dean St. Right on Dean St. to South St. Turn left on South St. to school.

WOODSTOCK NORTH: 3000 Raffel Road, Woodstock

Huntley Rd. west to IL Route 47 (Huntley). Right on IL 47 to Woodstock. Once in Woodstock, right on Irving and then right on McHenry Ave. (Route 120). Then left on Raffel Rd.

DUNDEE-CROWN HIGH SCHOOL ACTIVITIES

ACTIVITY

Art Club
BETA Club
Class Advisors

SPONSOR/ADVISOR

TBA
Judy Gard
Fr.-Gail Sheluga
So.-Gail Blanchard

	Jr.- TBA
	Sr.-Nikki Woodbury
Construction Club	Steven Justis
Drama Club	Helen Hoffman/J.D. Shults
Envirothon	Katie Merva
French Club	Bonnie Leffler
German Club	TBA
Lacrosse	Bob Skillman
Latin American Club	Beatriz Alday
Multiple-Act Play	Helen Hoffman
National Honor Society	Kim Gavigan
Newspaper	June Cavarretta
Outdoor Club	Debbie Chabi
Peer Mediation	Gail Blanchard/Michael Williamson
Photo Club	Kate Norkus
Rotary Club	Katie Wick
Scholastic Bowl	Leslie Williams
School Musical	Lisa Bettcher
Spanish Club	Barbara Harren
Student Congress	Michael Williamson
Student Council	Nicole Pacione/Jody Velatini
Ultimate Frisbee	Debbie Chabi
Vegetarian/Nutrition Club	Bruce Taylor
WYSE	Michael Block
Yearbook	Kate Norkus

DUNDEE-CROWN HIGH SCHOOL ATHLETICS

SPORT

Baseball
Basketball Cheerleading
Boys Basketball
Boys Golf
Boys Soccer
Boys Tennis
Boys Track
Cross Country
Football
Football Cheerleading
Girls Basketball
Girls Golf
Girls Soccer
Girls Swimming
Girls Tennis
Girls Track
Indoor Track
Pom Poms
Softball
Volleyball
Wrestling

HEAD COACH

TBA
Sylvia Chapa
Lance Huber
Bob Sweeney
Rey Vargas
Harlan Miller
Tom Smith
Tom Smith
Vito Andriola
Sylvia Chapa
Michelle Russell
Laurie Herb/Robin Jeffers
Sebastian Falinski
Laura Wayman
Janet Malecek
Matt Michalski
Tom Smith
TBA
Tracy Beatty
Tracy Williams
TBA