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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. Parents and students will be notified in the best means possible 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).
PRINCIPAL’S LETTER

The Dundee-Crown High School faculty, staff and I welcome you to Charger Country. You are attending a school with a tradition of excellence developed by a staff of highly qualified teachers willing to work with you to improve your academic achievement and become an effective citizen.

Freshmen students will find the staff ready and willing to help you adjust during the first few weeks of school. If you have a problem, do not hesitate to ask any of your teachers for help.

We would like to extend a special welcome to all returning students. Your positive example and leadership skills are extremely important to everyone in our school.

This handbook consists of information which will be of use to all students. To be up-to-date with new policies and procedures, each student is expected to be familiar with the material contained within. You will be held responsible for all information contained in the handbook.

More information about Dundee-Crown High School is available at our school web page:

http://dchs.d300.org

Please do not hesitate to contact your child’s teachers throughout the school year for updates on your child’s progress. Also, administrators and counselors are available to assist families when needed.

We sincerely hope you have a successful school year at Dundee-Crown High School.

Katie Wishowski-Wetzel
Principal
Dundee-Crown High School
katie.wishowskiwetzel@d300.org
Our Mission:
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 Vision:
Dundee Crown inspires students to dream, persevere, and achieve.

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.
INFORMATION DIRECTORY

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

SCHOOL OFFICES

Athletic Office  224-484-5100
Attendance Office  224-484-5020
Counseling Office  224-484-5049
Dean’s Office  224-484-5007
Main Office  224-484-5000
Nurse Office  224-484-5090

Athletics and Activity Information  Mr. Steve Gertz  224-484-5023
AVID Program Coordinator  Ms. Emily Jacobs  224-484-5202
Booster Club (Athletics)  Ms. Lynn Konicek  224-484-5100
Building Facilities  Mr. Christopher Wittlieb  224-484-5021
Bus Schedule  Transportation Dept.  847-658-3262
Emergency Message to Child  Attendance Office  224-484-5020
Grades/Report Cards  Teacher/Subject Area  224-484-5000
Lost and Found  Dean’s Office  224-484-5030
Media Center Director  Mrs. Cori Allison  224-484-5061
Nurse/Health Concerns  Nurse’s Office  224-484-5090
Overdue Library Materials  Media Center  224-484-5060
Parking  Attendance Office  224-484-5028
Police Liaison  Officer Erik Quandee  224-484-5031
Sports Cancellation  Athletics  224-484-5099
Testing Coordinator  Mrs. Kellie Mainolfi  224-484-5038
Yearbook  Mrs. Kate Norkus  224-484-5176

SERVICE PERSONNEL

Building Manager  Mr. Christopher Wittlieb  224-484-5021
Family School Liaison  Ms. Elizabeth Del Rio  224-484-5092
Family School Liaison  Ms. Patricia Moreno DeGavina  224-484-5259
Police Liaison  Officer Erik Quandee  224-484-5031
Psychologist  Ms. Gina Clinton  224-484-5052
Psychologist  Dr. Piper Stratton  224-484-5054
School Translator  Mrs. Alma Valdivia  224-484-5027
Social Worker  Ms. Stephanie Forster  224-484-5047
Social Worker  Mr. Nathan Purcell  224-484-5048
Social Worker  Mr. Peter Foradas  224-484-5289
Social Worker  Ms. Jessica Dudek  224-484-5092
Nurse  Ms. Lisa Lane  224-484-5090

Counselors  224-484-5040
Ms. Kimberly Gisch  224-484-5051
Mr. Marcus Harbuck  224-484-5042

For references to the District 300 Parent Guardian Handbook: CLICK HERE
Mrs. Kristen Huber 224-484-5046
Mr. Jason Johnson 224-484-5049
Mrs. Beth McKinney 224-484-5057
Ms. Diana Mondragon 224-484-5045
Mrs. Carrie Reynolds 224-484-5055
Ms. Lindsay Fier 224-484-5047
Ms. Christine Sarullo 224-484-5058

WEBSITE:  http://dchs.d300.org

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

For references to the District 300 Parent Guardian Handbook: CLICK HERE
For references to the District 300 Parent Guardian Handbook:  [CLICK HERE](#)
DUNDEE-CROWN 2017-2018 SCHOOL CALENDAR

August
Charger Quest
Classes Begin

September
Labor Day – D300 Closed
Parent/Guardian Open House
Homecoming Game
Homecoming Dance

October
Columbus Day – D300 Closed

November
Parent-Teacher Conferences: no student attendance
Thanksgiving Recess – D300 Closed

December
Final Exams (see final exam schedule times)
Winter Recess
District Holiday – D300 Closed

January
District Holiday – D300 Closed
Winter Recess
Classes Resume
Martin Luther King, Jr. – D300 Closed

February
President’s Day – D300 Closed

March
Kane County Teacher Institute Day – All District Workshop
Spring Recess

April
Classes Resume

Non-Attendance Day IF NO EMERGENCY DAYS ARE USED
(see D300 calendar)
Teacher Institute Day – No School
Prom

May
Graduation (Sears Centre 2:00pm)
Final Exams (see final exam schedule times)
Memorial Day – D300 Closed

For references to the District 300 Parent Guardian Handbook: CLICK HERE
## Dundee-Crown High School Bell Schedules

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>REGULAR DAY 5 min. passing periods</th>
<th>EARLY RELEASE 5 min. passing periods</th>
<th>ASSEMBLY 5 min. passing periods</th>
<th>DELAYED START 5 min. passing periods</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:20 a.m.</td>
<td>7:20 a.m.</td>
<td>7:20 a.m.</td>
<td>9:20 a.m.</td>
</tr>
<tr>
<td>10-Minute Bell</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Period</td>
<td>7:30 a.m. - 8:15 a.m.</td>
<td>7:30 a.m. - 8 a.m.</td>
<td>7:30 a.m. - 8:09 a.m.</td>
<td>9:30 a.m. - 10:02 a.m.</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:20 a.m. - 9:05 a.m.</td>
<td>8:05 a.m. - 8:35 a.m.</td>
<td>8:14 a.m. - 8:53 a.m.</td>
<td>10:07 a.m. - 10:39 a.m.</td>
</tr>
<tr>
<td>3rd Period</td>
<td>9:10 a.m. - 9:58 a.m. (additional 3 minutes for announcements)</td>
<td>8:40 a.m. - 9:10 a.m.</td>
<td>8:58 a.m. - 9:37 a.m.</td>
<td>10:44 a.m. - 11:16 a.m.</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:03 a.m. - 10:48 a.m.</td>
<td>9:15 a.m. - 9:45 a.m.</td>
<td>9:42 a.m. - 10:21 a.m.</td>
<td>11:21 a.m. - 11:53 a.m.</td>
</tr>
<tr>
<td>5th Period</td>
<td>10:53 a.m. - 11:38 a.m.</td>
<td>9:50 a.m. - 10:20 a.m.</td>
<td>10:26 a.m. - 11:05 a.m.</td>
<td>11:58 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>6th Period</td>
<td>11:43 a.m. - 12:28</td>
<td>10:25 a.m. - 10:55 a.m.</td>
<td>11:10 a.m. - 11:49 a.m.</td>
<td>12:35 p.m. - 1:07 p.m.</td>
</tr>
<tr>
<td>7th Period</td>
<td>12:33 p.m. - 1:18 p.m.</td>
<td>11 a.m. - 11:30 a.m.</td>
<td>11:54 a.m. - 12:33 p.m.</td>
<td>1:12 p.m. - 1:44 p.m.</td>
</tr>
<tr>
<td>8th Period</td>
<td>1:23 p.m. - 2:08 p.m.</td>
<td>11:35 a.m. - 12:05 p.m.</td>
<td>12:38 p.m. - 1:17 p.m.</td>
<td>1:49 p.m. - 2:21 p.m.</td>
</tr>
<tr>
<td>9th Period</td>
<td>2:13 p.m. - 2:58 p.m.</td>
<td>12:10 p.m. - 12:43 p.m. (additional 3 minutes for announcements)</td>
<td>1:22 p.m. - 2:01 p.m.</td>
<td>2:26 p.m. - 2:58 p.m.</td>
</tr>
<tr>
<td>Buses Depart</td>
<td>3:05 p.m.</td>
<td>12:50 p.m.</td>
<td>3:05 p.m.</td>
<td>3:05 p.m.</td>
</tr>
</tbody>
</table>

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)
## COMMUNITY UNIT SCHOOL DISTRICT 300
### HIGH SCHOOL FINAL EXAM SCHEDULE FOR 2018-2019

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Time</td>
<td>Time</td>
</tr>
<tr>
<td>Period 1 7:30 to 8:50</td>
<td>Period 4 7:30 to 8:50</td>
<td>Period 9 7:30 to 8:50</td>
</tr>
<tr>
<td>Period 2 9:00 to 10:20</td>
<td>Period 3 9:00 to 10:20</td>
<td>Period 8 9:00 to 10:20</td>
</tr>
<tr>
<td>Period 5 10:30 to 11:50</td>
<td>Period 6 10:30 to 11:50</td>
<td>Period 7 10:30 to 11:50</td>
</tr>
<tr>
<td>----------- Buses Depart ----------- 12:05</td>
<td>----------- Buses Depart ----------- 12:05</td>
<td>----------- Buses Depart ----------- 12:05</td>
</tr>
</tbody>
</table>

**Breakfast served on all three days**
**Lunch served (grab and go) on all three days**
**Exam periods are **80 minutes** in length**

Students may leave after their last exam on each day.
Students with lunch during 4th period may arrive late on that day.
Students with lunch during 5th, 6th, or 7th may leave after their last exam on those days.
Upperclassmen with late arrival and early release will only report to the exam periods for which they have class.
Students will report to their Academic Support Period (ASP) during the corresponding final exam period, and will use that time for quiet study, except in the following circumstances:
- Students with an ASP in periods 1, 4, or 9 may arrive late as long as they have parent permission and their own transportation
- Students with an ASP in periods 5, 6, or 7 may leave after their last exam as long as they have parent permission, have signed out in the attendance office, and have their own transportation

<table>
<thead>
<tr>
<th>Semester 1 Final Exam Dates</th>
<th>Semester 2 Final Exam Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1: Wed, December 19, 2018</td>
<td>Day 1: Tues, May 21, 2019</td>
</tr>
<tr>
<td>Day 3: Fri, December 21, 2018</td>
<td>Day 3: Thurs, May 23, 2019</td>
</tr>
</tbody>
</table>

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)
SCHOOL OPERATIONS

CLOSED CAMPUS

Students may enter the building starting at 7:00 a.m. The regular school day will begin at 7:30 a.m. and end at 2:58 p.m. All students must remain in the school building for the entire school day after arrival unless excused by an administrator. All building doors should remain closed unless deemed necessary by Administration. Students should not allow any person to enter the building under any circumstance. Doors are monitored under video surveillance. Students must exit the school building at 3:15 p.m. unless under the supervision of a faculty or staff member.

VISITOR PROCEDURES

Parents/Guardians who wish to meet with school staff are encouraged to make an appointment in advance. All visitors must sign in via the Raptor System at the main office and show identification (driver’s license, state ID, green card, passport card, active military ID, or US issued consular card). Visitors will receive a visitor badge to be worn in the building after providing car key or ID to stay in the office. Visitors must sign out as well at which time the key or ID will be returned. Any person wishing to visit/shadow a class, and/or teachers must obtain permission in advance from an 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.

LOCK AND LOCKER INSTRUCTIONS

Guidelines:

▪ You are not allowed to share a locker with another student.
▪ For your own protection, never tell any other student your locker combination.
▪ Treat your locker carefully. If your locker shows any sign of abuse (dents, scratches, etc.) you will be responsible for the full cost of repairs, both parts and labor.
▪ Keep your locker clean.
▪ If you have problems with your locker door or lock, ask for help from a staff member
▪ A locker may be searched if there is reasonable cause to believe that it contains prohibited articles.

MORNING ANNOUNCEMENTS

Announcements will be read daily over the public address system. Students are responsible for listening to the announcements and responding accordingly to any item that may pertain directly to them. Announcements are also posted in the main office and updated daily to the school website.

For references to the District 300 Parent Guardian Handbook:  CLICK HERE
**LOST AND FOUND**

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

**STUDENT ID’S**

Student identification cards 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 may subject the student to disciplinary action and/or being issued a replacement card at the expense of the student. Students may obtain a replacement ID card for a fee of $5.00.

**SAFETY DRILLS**

Our school will conduct fire, disaster, and lockdown drill as required by the Regional Office of Education. Additional drills may be added based on a variety of factors. For information on safety drills, please see the District 300 Parent/Guardian Handbook.

**TRANSPORTATION INQUIRIES**

Durham School Services manage all bus routes and assignments. Please contact Durham at 847-658-3262 directly with questions and concerns relating to your child’s bus route. Please contact a school administrator if there are student behavior concerns on your child’s bus. For additional information about transportation expectations, please see the District 300 Parent/Guardian Handbook.

Parents and students are encouraged to use the Durham Bus Tracker App. For more information go to [http://m.durhambustracker.com](http://m.durhambustracker.com)

**ARRIVALS AND DEPARTURES FROM SCHOOL**

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

**STUDENT PARKING REGULATIONS**

In order to park on campus students are required to obtain a parking permit and utilize student
parking areas. Students interested in obtaining a parking permit are required to complete the mandatory parking application. See application document for applicable parking rules and regulations. 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.

WEATHER-RELATED SCHOOL CLOSINGS

Whenever the superintendent makes any schedule change because of weather, the information will be sent via voicemail and email. In addition, the information is also available on the District 300 web site: www.d300.org. When conditions exist that cause the school to be closed, all student activities except the athletic contests will be cancelled. A decision on the athletic contests will be made by 3 pm on the day of the event.

SCHOOL HEALTH SERVICES

Please see the District 300 Parent/Guardian Handbook for information regarding health services and procedures. Contact the school nurse for additional information.

BUILDING SAFETY AND SECURITY

To work to keep our staff and students safe, exterior doors should not be opened by any students unless permission has been given by a staff member. This includes doors in the PE area, Athletic Entrance and all other exterior doors. Students that open doors may be subject to disciplinary consequences.

DELIVERIES

Students and Parents may not order food to be delivered during the school day. Any food that is delivered for students may be rejected by the office staff. Parents/Guardians may drop off food or other items for students by bringing them to the Attendance Office with the student’s name written on the item. Food and/or other miscellaneous items will not be delivered to students nor will students be called out of class to receive a delivery as to not disrupt the educational learning environment. Students can pick those items up in the Attendance Office.

ACADEMICS

GRADE REPORTING

Parents and students are encouraged to sign up for and review the Infinite Campus Portal regularly throughout the semester for current grade reporting. Teachers are required to post Progress 1, Mid-term, Progress 2, and Final semester grades for each semester. Only the semester grade (18 weeks) is recorded on the student’s permanent record and is used in figuring student
class rank for the class of 2018 or Cum Laude (3.5-3.69 GPA), Magna Cum Laude (3.70-3.84 GPA), Suma Cum Laude (3.85-4.0 GPA) for all other classes that follow. Parents of students doing unsatisfactory work are urged to meet with the teacher and the student’s counselor. Questions or errors should be discussed with the individual teachers involved.

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

- A (90-100%)
- B (80-89%)
- C (70-79%)
- D (60-69%)
- F (0-59%)
- MD - This is used to indicate a medical excuse from physical education.
- P - BTW (Behind the Wheel) driver education is a pass/fail course.

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

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

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

**Withdrawal/Fail (WF)**
A student performing at a failing level at the time of expulsion or permanent withdrawal from class will receive a grade of WF.

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

**STUDENT/PARENT COMMUNICATION GUIDE**

1. **TEACHER FIRST**--Issues regarding grades, student performance, and any other items related to a specific class, should be directed to the classroom teacher first. Teacher email addresses can be found on the district website, or teacher extensions can be reached via the dial-by-name directory when calling the school.
2. **DIVISION HEAD SECOND**--If a resolution cannot be reached, concerns should be directed to the administrative department head.
3. **ASSOCIATE PRINCIPAL THIRD**--If further communication is necessary, the Associate Principal of Curriculum and Instruction will work with the student, parents, and staff, to determine a satisfactory course of action.

**SOCIAL EMOTIONAL SUPPORT**

**Counselor**
Each student is assigned to a counselor who works collaboratively with the student to facilitate academic growth, personal and social development, and post-high school college and career planning. Counselors are accessible in a variety of ways, including scheduled appointments. Students should stop into the Counseling Office anytime in order to arrange a meeting his/her their counselor.

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)
Social Worker
School social workers assist students with academic learning by providing strategic services that identify and address the social, emotional, and environmental issues that interfere with the educational process. Working with parents/guardians, teachers, the school principal or principal’s designee, and community-based resources, the school social worker implements strategies that promote students’ positive school adjustment. The school social worker is available through counselor or teacher referral, or through student or parent request. Students can access the school social worker by stopping by the Pupil Personnel Services Office.

School Psychologist
The school psychologist is available to all students to provide counseling, instruction, and mentoring for those experiencing difficulty with social, emotional, behavioral, or academic obstacles. The school psychologist is available through counselor or teacher referral or through student, or parent request. Students can access the school psychologist by stopping by the Counseling Office.

DISTRICT 300 HIGH SCHOOL COURSE SELECTION GUIDE
The District annually publishes an updated Course Selection Guide to help students and their parents select courses for the upcoming year. Please also see this document for the following academic information:

Pre-Approval for Courses Taken Outside of D300
Alternative Education Opportunities
Elgin Community College and other Dual and Articulated Credit Opportunities
Graduation Requirements
Late Arrival and Early Release
Weighted Grade Policy
Homework
Tutoring
Physical Education Exemption Policy

Here is a link to the current Course Selection Guide: [Click Here](#)

Students are encouraged to see their counselor with questions and for assistance.

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

- Students in grades 9 and 10 must enroll in seven credit-bearing classes and one ASP class each semester. 10th grade students may opt out of an ASP by completing a form available in the counseling office and meeting certain academic criteria. Students in grade 11 and 12 must enroll in a minimum of six classes each semester and meet the minimum school day requirements.

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)
• Unless exempted or waived, students must be continually enrolled in physical education or health.
• Juniors and seniors may qualify for the Early Release or Late Arrival program.
• Qualified seniors are permitted to take college credit courses in accordance with District 300 guidelines.
Questions can be directed to the Counseling Department.

COURSE SELECTION AND SUMMER REGISTRATION

During the winter of each school year, students will 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 late summer through the Infinite Campus Portal.

ADDING/DROPPING COURSES

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

Schedule changes are only made for the following circumstances:
• A student has approval for a level change by the divisional or department head.
• A student does not have a full schedule.
• A student has already taken and passed a course on his/her schedule.
• A student has not taken a prerequisite for a class on his/her schedule.
• A student needs a different course to fulfill a graduation requirement (any change is dependent on seat availability).
Schedule changes are NOT made for the following circumstances:
• A student requests a different teacher.
• A student wants to change the time of his/her class.
• A student wants a different lunch period.

PROCEDURE FOR DROPPING A COURSE DURING THE SEMESTERIC

At times, extenuating circumstances dictate that a student schedule must be changed and a course dropped from the student schedule. In the event this occurs the following guidelines will be followed:
  i. Course changes must be approved by building administration.

For references to the District 300 Parent Guardian Handbook: CLICK HERE
ii. Courses changed before the start of the semester or during the first week of the semester will not show up on a student transcript.

iii. Courses changed after the first week and before the 6th week of the semester will have a mark of “W” (withdraw) on the student transcript.

iv. Courses changed during the 6th week of the semester to the end of the semester will have a mark of “WF” (withdraw failing) for the semester.

v. The guidelines listed above may be altered at the discretion of building administration.

vi. No credit earned, no GPA value for W and WF postings.

ACADEMIC INTEGRITY

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

First Occurrence
Student may receive zero credit for the assignment/examination or a portion thereof.
The assignment/examination can be made up at the teacher’s discretion at no credit.
The teacher will contact the parent/guardian.
A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.

Second Occurrence
Student may receive zero credit for the assignment/examination or a portion thereof.
The assignment/examination can be made up at the teacher’s discretion at no credit.
The teacher will contact the parent/guardian.
A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.
A follow up contact will be made to the student and parent/guardian by the division head.
The student will be excluded from consideration for academic awards and recognition.

Third Occurrence
Student may receive zero credit for the assignment/examination or a portion thereof.
The assignment/examination can be made up at the teacher’s discretion at no credit.
The teacher will contact the parent/guardian.
A referral will be written to the division head and documented in Infinite Campus as a disciplinary incident.
A follow up contact will be made to the student and parent/guardian by the assistant principal.
The student will be excluded from consideration for academic awards and recognition.

For references to the District 300 Parent Guardian Handbook: CLICK HERE
Disciplinary action may be issued to the student that will be reported to colleges/universities as part of the admission process.

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

MEDIA CENTER

The Media Center is open from 7:00 a.m. – 3:30 p.m. each school day. Students may use the media center to work collaboratively and in an urgent situation charge their chromebooks. Additionally, students may visit for the media center for general chromebook troubleshooting. Passes are required to visit the Media Center. You must sign-in at the circulation desk.

- Your I.D. card is the only means for checking out Media materials.
- Books may be checked out for a period of 2 weeks and renewed as necessary.
- 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 learning, students are expected to:
  - Sign out all Media Center materials before leaving
  - Be courteous to media specialists and staff
  - Be respectful of the purpose of the space. Some areas are for quiet study and some are for collaborative learning. While a reasonable amount of discussion is required for collaborative learning, the volume of discussion should not disrupt others.
  - No food or drink in the Media Center

STUDENT SERVICES

STUDENT ATTENDANCE

Attending school daily is a habit that is essential for success in school. It is the mutual responsibility of parents and the school to ensure regular attendance. The school’s policy regarding daily attendance recognizes the importance of regular attendance and is an effort to help students learn this habit. Studies show that there is a strong correlation between student attendance and student achievement. Since the school’s ultimate goal is improved student achievement, it is important that emphasis be placed on student attendance.

For references to the District 300 Parent Guardian Handbook:  CLICK HERE
It is expected that a parent/guardian reports student absences each time. To report a student absence, please contact the school office.

Please see the District 300 Parent/Guardian Handbook for specific information on:
- Definition of Excused and Unexcused Absence
- Truancy and Truancy Prevention
- Communication Protocols
- Tardiness
- Planned Early Release or Late Arrival
- Prearranged, Extended Absences and Special Circumstances
- Students on Active-Duty Military Personnel
- Making up Academic Work

**COLLEGE VISITATION DAYS**

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

1. Three days prior to a College visit, the student must contact the Attendance Office and obtain a College Visit Form. This form must be signed by each of the student’s teachers and a parent.
2. Return the completed form to the Attendance Office.
3. In order for this absence to be considered excused, appropriate documentation/verification must be submitted to the Attendance Office upon return from the visitation.

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

**WORK PERMITS**

Students who are 14 years old may work part time at certain duties but most employment is limited to those over 16. For part time work during the school year or full time during vacations, a permit is required in order that your employer may be sure he is obeying the child labor law. There are many restrictions on hours and types of employment for students under the age of 16.

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

**STUDENT BEHAVIOR & DISCIPLINE**

To help ensure that all students have a safe and orderly environment in which to learn, all schools in District 300 follow the District 300 Student Discipline guidelines and expectations for students. Please refer to the District 300 Parent/Guardian Handbook for student behavior.

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)
PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT)

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

Dundee-Crown students can show “Charger Pride” by following the three “B’s”:
* Be Respectful
* Be Responsible
* Be Positive

Being a Charger means...

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

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

RESTORATIVE PRACTICES

Restorative Practices fosters healthy relationships and promotes positive discipline in schools. The fundamental hypothesis of Restorative Practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them rather than to them or for them. Restorative

For references to the District 300 Parent Guardian Handbook: CLICK HERE
Practices are used to improve relationships between students, between students and educators, and even between educators whose behavior often serves as a role model for students. The aim of Restorative Practices is to develop community and manage relational conflict by repairing harm and restoring the relationship.

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

Secondary:
Dundee-Crown High School has a Secondary team to provide a proactive approach to work with any student or group of students who need more support to meet our Charger Pride expectations.

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)
Secondary interventions are designed to provide more intensive or targeted interventions. Specific Secondary Prevention interventions include: Check In/Check Out, Social Academic Instructional Groups (SAIG), Behavior Intervention Plan/Functional Behavior Assessment.

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

DETENTIONS

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

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

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

After School Detention: This detention is issued by a dean/assistant principal. These detentions are 1 to 2 hours in length and are typically held weekly beginning 10 minutes after dismissal. The dean/assistant principal will arrange the detention with the student and issue a written notice of the detention. Failure to serve these detentions may result in additional consequences.

Lunch Detention: This detention is issued by a dean/assistant principal. These detentions are scheduled during a student's assigned lunch period and are typically held weekly. The dean/assistant principal will arrange the detention with the student and issue a written notice of the detention. Failure to serve these detentions may result in additional consequences.

ELECTRONIC DEVICES

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

a. Students will be allowed to use mobile devices including but not limited to cellular phones and tablet devices under the following circumstances:
   1. Before school, until the first period bell
   2. After school, after the ninth period bell
   3. During passing periods (not inside classrooms or in any instructional setting where prohibited – locker rooms, tutoring center, etc.)
   4. In the cafeteria during lunch periods

For references to the District 300 Parent Guardian Handbook: CLICK HERE
5. With teacher approval during class time
6. As defined in the student’s Individual Education Plan [IEP] or 504 Plan

b. Students will not be allowed to use devices in the following:
   1. All instructional and assessment settings
   2. Physical education [PE] class and PE locker rooms
   3. Library or media center
   4. Computer labs
   5. Assemblies and performances
   6. Any area designated by administration or certified staff, including any areas listed in “A” above

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

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

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

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

SEXTING

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

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

For references to the District 300 Parent Guardian Handbook: CLICK HERE
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.

STUDENT DRESS

The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. School administration at each school may provide more explicit guidelines to address specific concerns at school or at school-sponsored events.

• Students Must Wear
  o A shirt (with opaque fabric in the front, back, on the sides under the arms, and coverage of midriff), AND
  o Pants or the equivalent (for example, jeans, skirt, sweatpants, leggings, a dress, or shorts), AND
  o Shoes

• Students May Wear
  o Hats (for medical or other pre-approved reason only) and religious headwear
  o Hoodie sweatshirts: wearing the hood overhead is not allowed
  o Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
  o Ripped jeans, as long as underwear and buttocks are not exposed
  o Shorts and skirts that do not reveal pocket liners or the buttocks
  o Tank tops and halter tops, including spaghetti straps and off the shoulder tops, as long as this is done in a way
    o that does not violate Section 1
  o Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as
    o this is done in a way that does not violate Section 1)

• Students May Not Wear
  o Shirts and/or pants that are excessively revealing (i.e. chest area and areas below waistline)
  o Hats and other headgear (unless it falls under a medical or religious exemption)
  o Pajamas, with exception of pajama pants (unless part of a school event; if allowed it may not violate section 1 above)

For references to the District 300 Parent Guardian Handbook: CLICK HERE
o Violent language or images
o Tube tops
o Images or language depicting drugs or alcohol (or any illegal item or activity)
o Hate speech, profanity, pornography
o Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
o Swimsuits
o Accessories that could be considered dangerous or could be used as a weapon
o Any item that obscures the face or ears (except as a religious observance)

**Dress Code Enforcement**

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.
- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the sections above. Students in violation will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school
  - Students will be provided with temporary school clothing, if available
  - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day
- These dress code guidelines shall apply to regular school days and summer school days. School administrators may adjust, amend, or add guidelines for student activities and athletic events as appropriate for the setting.
- Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Dean’s Office.

**CAFETERIA GUIDELINES**

Students are expected to behave appropriately during lunch as in all other settings and follow the direction of lunch supervisors and food service staff.

[Click here](#) for a link to Food Services information from D300/Aramark.

**SCHOOL RESOURCE OFFICER (SRO) AND RECIPROCAL AGREEMENTS**

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

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

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)
• Weapons or any item used as a weapon
• Sale or possession of alcohol or illegal drugs or other intoxicants
• Fights or other violent activity which might reasonably carry over into the community
• Abuse, neglect, lock-out and runaway situations
• Acts of vandalism
• Activity constituting any state or federal crime which has occurred on school property or at a school-related event
• Other activity involving students which threatens the safety of others on or off campus

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

VIDEO SURVEILLANCE

The Board of Education authorizes the use of overt video surveillance cameras and monitors on district property and transportation vehicles to promote health, safety, and welfare of all students, staff and visitors; and to safeguard 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 ACTIVITIES AND ATHLETICS

Athletic/Activity Participation Core Beliefs


ATHLETICS

Fall: Girls Volleyball, Boys Football, Boys Soccer, Boys & Girls Golf, Boys & Girls Cross Country, Cheerleading, Dance, Girls Tennis, Girls Swimming

Winter: Boys & Girls Basketball, Cheerleading, Dance, Wrestling, Boys Swimming

Spring: Girls Track, Boys Track, Girls Softball, Boys Baseball, Girls Soccer, Boys Tennis

Please contact the Athletic Director for specific information and requirements.

CLUBS

Our school offers a variety of clubs/activities and encourages student involvement in these programs. An updated list is available in the Athletic Office. Students may contact their guidance

For references to the District 300 Parent Guardian Handbook: CLICK HERE
counselor or the Athletic Director for more information.

DANCES

Only currently enrolled 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 Dundee-Crown High School 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 Dundee-Crown student and the other person must be approved by an assistant principal and the school-police liaison officer. Dundee-Crown alumni and their dates will also be admitted. The dress code for Homecoming will be casual to semi-formal. No blue jeans, sweat suits, denim shirts or tee shirts will be allowed.
3. Dundee-Crown reserves the right to withhold student privileges, including school dances, for discipline infractions which also includes attendance related infractions.
4. **No guests age 21 and over will be permitted.**

ELIGIBILITY

In order to participate in any extra-curricular event/activity all student participants must be in attendance for at least half of the academic school day in order to participate in same-day activity or competitions. Exceptions to this policy may be made by the Building Administration of the school.

There are minimum Illinois High School Association requirements regarding scholastic performance by athletes. District 300 requires a student to be passing five classes and/or 2.5 credits.

SAFE SCHOOL HOTLINE

Any student that knows of anyone that has drugs, weapons, or is planning to commit violence should, **BREAK THE SILENCE**. Call in information anonymously 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](http://www.d300.org) or through the District 300 App. Reporter information will remain anonymous, prevent school violence and action will be taken by school authorities.

For references to the District 300 Parent Guardian Handbook: [CLICK HERE](#)