

**ACKNOWLEDGEMENT OF RECEIVING  
THE 2008-2009 PARENT-STUDENT HANDBOOK**

\_\_\_\_\_  
(please print your name),

The above student has received a copy of the 2008-2009 Lake Zurich High School Parent-Student Handbook. I understand that I am now responsible for abiding by the policies and procedures stated therein.

Signed: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_



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**LAKE ZURICH HIGH SCHOOL  
COMMUNITY UNIT SCHOOL DISTRICT #95**

LAKE ZURICH HIGH SCHOOL  
300 CHURCH STREET  
LAKE ZURICH, IL 60047

(847) 438-5155

FAX (847) 438-5989

**BOARD OF EDUCATION**

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Mr. Roger Tieman, Vice-President

Mrs. Jan Putbress, Secretary

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Mrs. Crystal Steker, Director of Research & Technology Services

**LAKE ZURICH HIGH SCHOOL PHONE DIRECTORY**

**General Information 438-5155**

**Attendance Office 438-5162**

**Student Services/Guidance Office 540-7058**

**Athletic Hotline 438-3875**

**ADMINISTRATION**

Mrs. Kim Kolze, Interim Principal	540-4109
Mrs. Teresa Kraly, Asst. Principal	540-4629
Mr. Eric Hamilton, Asst. Principal	540-4112
Mr. Ryan Rubenstein, Interim Asst. Principal	540-4041
Mr. Rolando Vazquez, Athletic Director	540-4381
Ms. Meghan Kolze, Dean of Students	540-4042
TBA, Dean of Students	540-4110

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Ms. Sue Althoff, Guidance	540-4111
Mrs. Theresa Baker, Special Education	540-4196
Mr. Jeff Bivin, Math	540-4382
Ms. Angela Fortune, Fine Arts	540-4145
Mr. Todd Gregory, PE/Health/Dr. Ed./FACS	540-4189
Mrs. Lauren Katzman, English	540-4484
Mrs. Aimee Tanking, World Language	540-4324
Mr. Todd Jakowitsch, Social Studies	540-4349

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Mrs. Barbara Belke, Social Worker	540-4211
Mr. Shaun Byrnes, Counselor	540-4124
Mrs. Adrienne Casanova, Nurse	540-4114
Ms. Michelle Ferrer, School Psychologist	540-4365
Ms. Mary Jones, Counselor	540-4122
Mr. Carl Krause, Counselor	540-4123
Dr. Craig Lehigh, Counselor	540-4118
Mrs. Laurie Michaels, Nurse	540-4114
Det. Ralph Mitch, Police Liaison Officer	540-4193
Mrs. Kaye Polakoff, Counselor	540-4120
Ms. Laura Ronkoske, Social Worker	540-4232
Mrs. Jennifer Stennett, Counselor	540-4121
Ms. Sheila Tanner, Social Worker	540-4125

## **SUPPORT STAFF**

Mrs. Karen Adams, Attendance Office	540-4105
Mrs. Karen Arnold, Athletic Office	540-4104
Mrs. Laura Austwick, Attendance Office	540-4106
Mrs. Mary Baumer, Main Office	540-4101
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Mrs. Paula Giese, Student Services	540-4470
Mrs. Pollie Greenhalgh, Asst. Principals' Office	540-4102
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Mrs. Dana Petraglia, Deans' Office	540-4108
Mrs. Ann Rosenquist, Registrar	540-4119
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Lake Zurich  
High School

Student/Parent Handbook

**2008-2009**

**This planner belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Student ID # \_\_\_\_\_

# INTRODUCTION

Dear Students & Parents:

Welcome to Lake Zurich High School. The Student/Parent Handbook is intended to be informative and provide students and parents with a directory of resources for curricular and extracurricular programs, support services, as well as students' rights and responsibilities. I encourage you to review the handbook as a student/parent team, but more importantly, to use the handbook as a catalyst to explore ways to become more involved in the Lake Zurich High School Learning Community. Your involvement will increase the quality of your experience here at the high school. There is a wide variety of academic and extra curricular programs in which students can be involved. There is also ample opportunity for parent involvement in booster organizations and on School Improvement Committees.

Lake Zurich High School should be a place where students feel they are in a supportive, safe environment that will facilitate their learning and where parents feel good about sending us their children. The Students Rights and Responsibilities as presented in this handbook are meant to ensure that students and parents have such an environment.

Please note that there is a new attendance policy going into effect this school year. It is explained in the attendance section of this handbook.

I wish you a productive and prosperous 2008-2009 school year. There are many opportunities for you to grow here. It's great to be a Bear!

Sincerely,

Mrs. Kim Kolze  
Interim Principal

## **LAKE ZURICH HIGH SCHOOL MISSION**

The mission of Lake Zurich High School is to provide a positive environment promoting growth, achievement, exploration and development.

## **PROFILE OF A LAKE ZURICH HIGH SCHOOL GRADUATE**

Graduates of Lake Zurich High School will be well-rounded individuals who have commitments to continuous learning, to positive human interactions, and to the community beyond the school walls. The students will develop in three major areas: learning, interpersonal relationships, and contributions to others.

In the area of learning, the students will be able to solve both short-term and long-term problems and apply those solutions to real life situations. They will be able to set goals and reach them. They will evaluate conditions, make decisions, and be able to reflect about their implications not only for themselves but also for others. They will recognize and develop a specific area of interest and will be given the opportunity to nurture a passion for that interest. They will be able to extend their interests and intellectual achievements in high school to lifelong learning.

In their commitment to positive human interactions, graduates will be responsible to themselves, to others, and ultimately to society. They will find joy in self-respect, accomplishment in working on teams, and balance between performance and social skills. They will treat others with courtesy and appreciate their differences.

Lake Zurich High School graduates will develop into young adults who have found the way to maneuver the maze of adolescence through academic pursuits, social interaction, and service to others. In doing so, they will discover the entry to a productive and stable adult life.

## **Lake Zurich High School Bear Pride**

Lake Zurich High School is an outstanding school because of its students, staff, parents, and community. The focus of our Bear Pride initiative is to make LZHS an even better place in which to be and learn together. As members of the same school community, it is important that we recognize the value of each individual, celebrate the contributions of everyone, and treat each other with dignity and respect. The ideals of Bear Pride are designed to clearly articulate these expectations and to remind each of us of the importance of how we behave toward each other. All members of LZHS, staff and students alike, are asked to treat others with dignity and respect, use appropriate and respectful language, help keep our school neat and clean, work together to solve problems, and take responsibility for our actions. By working together as a community, our goal is to make LZHS a school where everyone feels valued and demonstrates, through their behavior, the value they have for others.

## **SCHOOL SONG**

We're loyal to you, Zurich High  
We're white and we're blue, Zurich High  
We'll back you to stand against the best in the land  
For we know you have sand, Zurich High (Rah! Rah!)

So bat out that ball, Zurich High  
We're backing you all, Zurich High  
Our team is our fame protector on Bears for we expect  
A victory from you, Zurich High!

Chatee, Cha Ha! Cha Ha Ha Ha!  
Fighting Bears, Fighting Bears, Rah, Rah, Rah!

## **LAKE ZURICH HIGH SCHOOL STUDENT-PARENT HANDBOOK**

The Lake Zurich High School Student-Parent Handbook is designed to provide information and also to help ensure the maintenance of and appropriate balance between individual freedom and social responsibility. With this in mind, the school has established the following principles that students should observe if they are to obtain the most they can from this educational opportunity and make this a positive school experience. This handbook reflects policy of District 95. Should you have further questions, please refer to the District Student-Parent Handbook.

(IN THIS HANDBOOK THE WORD HE IS USED IN A GENERIC SENSE.)

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Rights**

- To be treated with honesty, respect, and trust.
- To be informed of students responsibilities, rights, and discipline policies.
- To be given the opportunity to be heard as well as have witnesses speak on one's behalf.
- To be challenged academically.
- To be transported in a safe manner.
- To pursue a successful education without disruption.
- To discuss educational concerns with teachers and other school staff.
- To receive fair and equitable treatment without discrimination in every aspect of the educational system.
- To expect cultural respect and understanding.
- To expect learning to be relevant to life.
- To equitably participate in courses and extra-curricular activities that promote individual skills and talents.

### **Responsibilities**

- To be an active listener.
- To be a participating learner.
- To be culturally sensitive and respect cultural diversity.
- To become a productive citizen.
- To demonstrate honesty, respect, and trust.

- To resolve problems and issues while providing dignity for all.
- To recognize when personal actions are interfering with the rights, personal space, feelings, and property of others.
- To develop a sense of responsibility for personal choices.
- To succeed in school by working to the best of one's ability.
- To attend school regularly, arrive on time, and bring supplies.
- To follow discipline guidelines adopted by the District, as well as one's school and class.
- To ask for help when in need of assistance.
- To act in a courteous and responsible manner in all school related activities.

### Regular Schedule

Early Bird	7:05-7:50
1	7:55-8:39
2	8:44-9:28
3	9:33-10:17
4	10:22-11:06
5	11:11-11:55
6	12:00-12:44
7	12:49-1:33
8	1:38-2:22
9	2:27-3:11

### Early Release Schedule

Early Bird	7:19-7:50
1	7:55-8:26
2	8:31-9:02
3	9:07-9:38
4	9:43-10:14
5	10:19-10:50
6	10:55-11:26
7	11:31-12:02
8	12:07-12:38
9	12:43-1:11

### Late Start Schedule

Early Bird	7:05-7:45
1	8:31-9:11
2	9:16-9:56
3	10:01-10:41
4	10:46-11:26
5	11:31-12:11
6	12:16-12:56
7	1:01-1:41
8	1:46-2:26
9	2:31-3:11

### Assembly Day Schedule

Early Bird	7:05-7:50
1	7:55 - 8:32
2	8:37 - 9:14
3	9:19 - 9:56
4	10:01 - 10:38
5	10:43 - 11:20
6	11:25 - 12:02
7	12:07 - 12:44
8	12:49 - 2:29
Assembly	12:54 - 1:47
Class	1:52 - 2:29

Students report to their 8th hour class first for attendance then are dismissed to the assembly. Students return to their 8th hour class at the conclusion of the assembly

9	2:34 - 3:11
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## GENERAL INFORMATION

### VISITORS

Each visitor must report to the security desk upon arrival to check in. At that time you will need to show a photo ID/DL. The guest/visitor will be escorted to their desired location.

Students from other schools will not be allowed to visit Lake Zurich High School. This includes LZ graduates without having an appointment with a faculty member. No one is allowed to visit with students during the school day.

### RESIDENCY REQUIREMENTS

Only children under age 21 who reside within the boundaries of Community Unit School District #95 with their natural or adopted parents or, in certain situations, with guardians are entitled to enroll at Lake Zurich High School. All students will show transcripts as an entrance requirement to Lake Zurich High School. A student may be admitted if he can meet LZHS graduation requirements before the age of 21. (105 ILCS 5/26-2)

Students who wish to enter LZHS already in possession of a certificate or a diploma of graduation will be denied admission. Students who are denied admission will be offered counseling on available, alternative education.

Proper documentation including birth certificate, proof of residency and legal guardianship are required; as is a completed, current health exam before a student will be enrolled. Any other child seeking admission must apply to the Superintendent for special admission permission. If granted, special admission shall require payment of full tuition cost for the child's school attendance. If the Board of Education determines that any student is not a legal resident of the District, it will terminate the student's enrollment and charge the parents tuition, pursuant to the Illinois School Code, on a retroactive basis.

## **HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS**

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules upon entering ninth grade. Parent(s)/guardian(s) are encouraged to have the child undergo a dental examination whenever health examinations are required.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

## **MEDICATION RELEASE**

The Illinois School Code mandates that the following regulations be observed in order for any medication – including those sold over-the-counter – to be given during the school day.

- A written order signed by the physician stating medication name, dosage, frequency, route and reason for giving.
- A written authorization from the parent to administer the medication.

Under no circumstances will our personnel be able to give a student any medication, even aspirin or Tylenol, unless the above two requirements have been satisfied. Parents are required to deliver any medication, in its original container and properly labeled, to the health office. We cannot accept any medication brought to school by a student. Also, we cannot accept verbal permission or phone requests.

The medication authorization form must be renewed annually at the beginning of every school year. These forms may be obtained in the main office or the nurse's office.

## FEE SCHEDULE

On the day of registration, all students must pay a fee according to the table printed below. Please be aware of the fact that the textbook fee is a rental fee and that students and/or parents are financially responsible for lost or damaged books.

### Basic Fees

Registration Fee	\$163.00
Yearbook	\$54.00
Transcript	\$3.00
Student ID Replacement	\$5.00
Handbook Replacement	\$10.00

## WAIVER OF STUDENT FEES

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for the loss of school books or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees, including lock rental and physical education towel rental charges. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal.

A student shall be eligible for a fee waiver when:

- The student is currently eligible for free lunches or breakfasts pursuant to 105 ILS 125/1 et seq.; or
- The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

Additional consideration will be given by the Building Principal where one or more of the following factors are present:

- illness in the family;
- unusual expenses such as fire, flood, storm damage, etc.;
- seasonal unemployment;
- emergency situations.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

## **INSURANCE**

School District #95 does not provide hospitalization or accident insurance coverage for students. For this reason an inexpensive Student Accident Insurance is made available to parents at the time of registration. This plan is purchased directly from the insurance company and is intended to provide coverage for student accidents. The policy covers the student while in school, while traveling to and from school, and while participating in school-sponsored activities away from school. Participating in interscholastic sports, except for football, is also covered under this policy. Football participation insurance may be purchased in combination with the previously mentioned policy at an additional cost. For further information, please contact the high school.

## **WITHDRAWAL AND TRANSFER PROCEDURE**

In the case of either withdrawal or transfer, the student needs to bring a note to the Registrar's office signed by the parent. In the case of transfer, the new address and the new school will be required information. The parent will be contacted to verify the information.

A withdrawal form will be issued by the Registrar, and it must be signed by all of the necessary personnel. The parent's signature will also be required. At this time, all books must be returned to the teachers who issued them and all fees and fines must be paid. Finally, a parental permission form must be signed allowing the release of student records.

No student can legally or officially be withdrawn from the school roll unless this withdrawal procedure is followed. Students who transfer will have their school records sent to the next school only after meeting these responsibilities.

## **REFUND SCHEDULE**

If a student transfers to another school or withdraws for whatever reason, the student is entitled, under certain conditions, to a partial refund of book rental and consumable fees. The refund formula is as follows:

If a student withdraws and has attended between one (1) and forty-five (45) days, he will receive 70% of the fees paid. If a student has attended between forty-six (46) and ninety (90) days, he or she will receive 50% of the fees paid. If the student withdraws or graduates after ninety (90) days, there will be **no refund**.

## **RE-ADMISSION OF STUDENTS**

Students who have withdrawn from school or have been expelled may reenter school only during the first two weeks of the semester without penalty. They must seek and obtain permission from the Principal to do so. If a student seeks admission after two weeks, he will not be allowed to make up any work missed. Students who transfer from another school must complete entry to Lake Zurich High School within two weeks of leaving their previous school or at the beginning of the semester.

## **WORK PERMITS**

Work permits will be issued only when the following required information is presented in the main office. Please note: no students under the age of 14 may receive a work permit.

Students over 16 years of age must have a statement from their employer stating the type of work for which they are employed. They also need a copy of their birth certificate (certified), written parental permission, and a grade point average of at least 2.0.

## **CHANGE OF ADDRESS**

Report all changes of address, telephone numbers, emergency numbers and/or custody to the secretary in the Guidance Office. Official documentation for address changes is required. All requests must be made in writing.

## **STUDENT EDUCATIONAL RECORDS/ARMED FORCES RECRUITER ACCESS TO STUDENT INFORMATION**

Student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the district.

State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy and challenge school records. The information contained in student records, shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The district may release directory information as permitted by law, but parents/guardians shall have the right to object to the release of information regarding their child.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiter or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

## **ANNOUNCEMENT TO CLOSE SCHOOL**

Announcements regarding school closings because of adverse weather conditions or other emergency conditions may be heard on area radio, television stations and on the district's website at [www.lz95.org](http://www.lz95.org)

# ATTENDANCE

## ATTENDANCE POLICY

Attendance at school is required by state law. The district believes that in preparation to be an effective, productive, responsible citizen in our society, a student's primary occupation must be schooling. Moreover, the district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absence and its cause. The school will monitor each student's attendance and inform parents or guardians of any attendance problems. Students absent more than 3 days may be required to provide medical documentation.

Attending class, completing the assigned work, and contributing to the class are indispensable to success in school. Only when a student is in the classroom can he take full advantage of classmates' ideas, as well as the teacher's knowledge, expertise, guidance, and presentations of material.

## THE STUDENT DAY

The normal school day consists of nine class periods, one of those periods being a lunch period. All regularly enrolled students will be in attendance during all periods of the day. State law dictates that students must attend school five clock hours (7 periods) per day unless administratively authorized otherwise.

## AUTHORIZED (EXCUSED) ABSENCE

An excused absence carries with it a privilege of making up academic work. The school administration, in accordance with Section 26-2A of the Illinois School Code, considers only the following circumstances to be valid causes for a student's absence:

- illness
- observance of a religious holiday
- to attend a wake and/or funeral
- family emergency
- circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student
- other situations approved by the school board or their designee

**If a student is more than 5 minutes late to class without a pass, they will be marked absent from that class.**

**If a student is excused for an entire day, he cannot be on school grounds for any reason during the school day.**

## **UNEXCUSED/TRUANCY ABSENCES**

An unexcused absence/truancy is defined as an absence without valid cause from any class or absence without knowledge of school officials or a parent/guardian. Examples of unauthorized absences include but are not limited to the following:

- oversleeping
- missing the bus
- working
- leaving the building without authorization
- willfully and deliberately walking out of a class before dismissal
- other situations as determined by the Building Principal or his designee

Note: All tests, assignments, and performance scores on the day of an unexcused absence will receive a zero. A student who is unexcused on the day before a test or assignment due date will be required to take the test or turn in the assignment on the date of his return.

The most common cause of academic failure is absence. Students must attend all classes and study halls unless their absence is authorized. If a student begins to accumulate excessive absences, the Building Principal or his designee will require a doctor's verification for subsequent absences.

In recognition of the fact that daily class participation is an important component of the learning process, a limit of ten absences from a class in one semester will be imposed. Any absences beyond ten, except for no counts (medical, court, funeral, field trip, dean and guidance offices), will result in no credit given for missed work on assignments and tests on the day of the absence.

If a student's absence is reported to the Attendance Office within 24 hours, the absence will be considered excused. Students will be allowed to make up missed work within the first 10 excused absences. After the 10th absence, all tests, assignments, and performance scores on the day of excused absence will not receive credit. Parents/Guardians will be informed by mail at the time of the student's sixth excused absence from a class.

Attendance violations (per semester) will result in the following consequences.

**“Failure to report an absence in 24 hours will result in an automatic unexcused absence.”**

<b># of Offenses</b>	<b>Unexcused Absences (per period)</b>	<b>Truancy (Half or Full Day)</b>	<b>Excused Absences (per period)</b>	<b>Tardy (per period)</b>	<b>Study Hall Absences</b>
1	2 hour det + Teacher calls parent	1 day ISS		warning	1 hour det
2	4 hour det + Teacher calls parent	2 day ISS		1 hour det assigned by Teacher + parent contact	2 hour det + phone call by Dean
3	4 hour and loss of privileges + Deans call home	3 day ISS		referral sent to Dept Chair + 1 hour det + parent contact	4 hour det + loss of privileges
4	ISS + Deans call home + parent conference	4 day ISS		referral sent to Dean office + 2 hour det	1 day ISS
5	dropped from course with a WF	dropped from course with a WF		referral sent to Dean office + 2 hour det + letter sent home	2 days of ISS
6			letter sent home + conference with Dean/parent/cnslr +/- or attendance contract	referral sent to Dean office + 4 hour det	2 days of ISS + loss of privileges
7				referral sent to Dean office + 4 hour det	
8			meet with parent, Dean, student, and counselor		
9				referral sent to Dean office + 1 day ISS	
10			After 10 absences, student does not receive credit for missed work	After 10 days, student may be dropped with a WF	

## **AUTHORIZING AN ABSENCE**

Parents must call the Attendance Office (847-438-5162); the number is available 24 hours a day. On the day of the absence the parent must call by 10:00 AM to indicate the reason for the student's absence. This procedure should be followed each day. If there is a prolonged illness one phone-call with specific dates will be sufficient.

Note: A student should not come on the campus for any reason on a day that he has been reported ill or is taking a prearranged absence unless arrangements are made with the building principal or his designee to do so.

**Absences not cleared within 24 hours will be unexcused and processed as such. Example: If a student is absent Monday, the parent has until 7:30 a.m. Tuesday to clear the absence. If the absence is not cleared, the student is considered unexcused and the appropriate disciplinary and academic penalties will follow.**

## **WHEN CALLING TO EXCUSE AN ABSENCE**

Please give the following information:

- parent or guardian's name
- student's name
- date of absence
- reason for absence
- phone number where guardian may be reached

## **LEAVING SCHOOL DURING THE DAY**

Seniors (18 credits and 4th year in attendance) at LZHS have privileges granted to them by the school administration. One of those privileges is the ability to leave school during the day for their lunch or senior open, if granted permission to do so by their parents. In order to be granted off-campus privileges, seniors must have an off-campus permission form. A documented list of seniors who have been granted off-campus privileges is maintained by the Deans Office. Seniors who do not have off-campus privileges will not be allowed to leave the building during the school day. Administration has the right to refuse/revoke off-campus privileges.

Juniors, sophomores and freshmen will not be eligible for off-campus privileges.

If a student must leave the campus during the day, for other than off-campus privileges, permission must be obtained from a parent and the student must sign out through the nurse's office and/or the attendance office. A school official will provide a pass after parents have been contacted. Failure to follow this procedure will result in an unexcused absence.

Students must show their ID's when they enter/exit the building.

Off-campus without permission: (Per School Year)

1st offense: Student receives a 4 hour Saturday detention

2nd offense: Student receives 1 day of ISS

3rd offense: Student receives 2 days of ISS and no off-campus privileges for 1 semester as a senior

4th offense: Parent/Student/Dean Conference

## ILLNESS

If a student becomes ill during the school day, he must report to the school nurse. In the event the nurse is not available, please report to the main office. Students who become ill and leave school without seeing the nurse will be marked unexcused for any classes which they miss.

## HOMEBOUND/EXTENDED ILLNESS

After three consecutive days of absence, the high school may require parent(s) or guardian(s) to present medical verification of any physical or emotional conditions causing a student's absence.

The parents of a student, who is hospitalized or has an illness that might confine the student at home for two weeks or more, as certified by an attending physician, may be eligible for homebound tutoring. Parents should consult the student's counselor when seeking homebound tutoring. The student will receive grades of incomplete until makeup arrangements have been finalized.

## MAKEUP PROCEDURES

If a student has an excused absence, he will be given the number of days he was absent, plus one day, to make up the work or tests he missed while absent. For example, if a student is absent on Tuesday and returns to school on Wednesday, he has until Friday's class time to turn in the work. If a student misses Wednesday and Thursday of class, then he has until Tuesday's class time to turn in the missing work. If a student misses an entire week (Monday to Friday), then he has the entire next week and until Tuesday's class time of the following week to turn in assignments.

DAYS MISSED OF SCHOOL	CAN TURN IN MISSED ASSIGNMENTS	TEST / PROJECT SCHEDULED / DUE ON THIS DAY	STUDENT NEEDS TO TAKE TEST ON THIS DAY	STUDENT NEEDS TO TURN IN PROJECT ON THIS DAY
Tuesday	in Friday's class	Tuesday	Wednesday	Tuesday or Wednesday
		Wednesday	Wednesday	Wednesday
Wednesday & Thursday	in Tuesday's class	Wednesday or Thursday	Friday	Wednesday, Thursday, or Friday
		Friday	Monday or Friday	Friday
Monday to Friday	In the 2nd week back, Tuesday (Monday-Friday plus Tuesday)	Any time during absence	Teacher Discretion	Teacher Discretion

Note: This procedure is meant to be reasonable but is not meant to apply to longstanding assignments. For example, if a student was assigned a research paper and was absent on the date it was due, the makeup policy does not apply. Long-term teacher instruction and planning takes precedence in this matter.

## HOMEWORK REQUESTS

Students who are absent three days or more may request homework by contacting the Guidance Office Secretary, 847-540-4117. Please be advised that teachers may need 24 hours to get the information to Guidance.

## **PLANNED ABSENCE**

When it is appropriate to do so, parents must contact the Attendance Office and provide them with either written or verbal notification of the pre-arranged absence. The students will then need to pick up a pre-arranged absence form, at the Attendance Office, for all of their teachers to sign. At this time the student is expected to collect the homework that will be missed during their absence.

All academic work should be completed and turned in upon the student's return from their absence. The teacher will accept work completed, but is not obligated to spend extra time with the student after school in reviewing work missed.

**The High School Administration will make the final decision as to whether a student is excused or unexcused from class.**

## **FIELD TRIPS**

Approved school sponsored field trips are one day excursions that are offered throughout the year as extensions of classroom academia. Students have the option to participate in field trips and must get parent permission in order to do so. The teacher sponsoring the field trip also has the option of not allowing a student to go if behavior and/or attendance within his classroom are a concern. Before going on a field trip, students must get their homework assignments for classes they will miss. The students are responsible for all work assigned and must turn in homework the next school day to receive credit. All District 95 and Lake Zurich High School's rules and policies apply. There will be fees charged for field trips, including, but not limited to, transportation.

## **SCHOOL SPONSORED ACTIVITIES**

Any school sponsored activity or trip that results in a student missing more than one day of school will be considered a Special Event. Students will be given the number of days of attendance at the Special Event plus one day to make up the work missed while not in attendance (e.g., if the student is not in attendance for three days, the student has four days to make up assignments and/or tests). Please see the chart on page 18.

## **TEMPORARY GUARDIANSHIP**

If parents are leaving town for any period of time, an adult must be authorized as a temporary guardian and the school must be notified of this guardianship in writing. The purpose of this is twofold: the guardian would have the authority to excuse an absence for the student, and the guardian would have the authority to give permission for emergency medical treatment.

## **EMANCIPATED STUDENTS**

In the case whereby a student reaches the age of eighteen, is a resident of Lake Zurich, and is no longer living with or being supported by parents, he can apply for a change in status as a legally emancipated student. To apply, the student must provide school officials with:

- a birth certificate verifying the age of the student
- a written statement of the student's self-supporting status
- a notarized statement or legal document from the parents concerning the student's self-supporting status

An emancipated student is responsible for contacting the Attendance Office when he has been absent from school for reasons specified in the [Illinois School Code](#).

# ACADEMIC INFORMATION

## GRADUATION REQUIREMENTS

Currently, to graduate, a student must earn a minimum of 22 credits; however, beginning with the class of 2010, a student must earn a minimum of 24 credits. More specific information regarding subject area requirements can be found in the [Lake Zurich High School Program of Studies](#) or on the high school website, [www.lz95.org/lzhs](http://www.lz95.org/lzhs).

## STUDENT COURSELOAD

All students must be enrolled in a minimum of 300 minutes per semester. This equates to 7 classes or 6 classes and 1 study hall.

Teacher recommendations are mailed out with information on setting up appointments with Department Chairs in February for appeals. Counselors meet with each student individually for selection of electives during the month of February. Course verification sheets are mailed home in March so that parents and students can review and make corrections to course selections. Student schedules are mailed home the first week in August as part of the summer mail-in registration process. Students must see their counselor to request a schedule change. These requests will be honored for exceptional circumstances as space is available.

## FINAL EXAMS

It is strictly the student's responsibility to take all semester final exams. Semester final exams must be taken at the assigned time unless special permission is granted by the Building Principal or his designee. **Any student who is absent from an exam without authorization will receive a failing grade for the semester in that course.** Final exams count as 20% of the student's semester grade. Final exams are not to be administered to students until financial and disciplinary obligations have been met.

Seniors who have achieved a semester average of "A-" or above in a semester long course shall not be required to take the final exam in that class. In year long classes this policy applies to second semester only. All students will be required to take the first semester exam of year long classes.

## REPORT CARDS

Report cards are issued one to two weeks after the end of each quarter.

## HONOR ROLL

Honor roll is based on a 4.0 scale, and is un-weighted.

High Honors – Students with a quarter grade point average of 3.5

Honors – Students with a quarter grade point average of 3.0

## SCHEDULE CHANGES

Each year a new master schedule is built to accommodate students' course requests made during registration in January and February. Faculty members are employed, textbooks are purchased and rooms are assigned on the basis of these requests.

Teacher recommendations are mailed out with the information on setting up appointments with Department Chairs in February for appeals. Counselors meet with each student individually for selection of electives during the month of February. Course verification sheets are mailed home in March so that parents and students can review and make corrections to

course selections. Students schedules are mailed home the first week in August as part of the summer mail-in registration process. Students must see their counselor to request a schedule change. These requests will be honored for exceptional circumstances as space is available.

Once the semester has begun, schedule change requests must adhere to the following guidelines:

### **Adding a Course**

Students may add a class in place of a dropped class, a free hour or study hall during the first five days of a semester if:

1. Space is available and, either
2. the student's schedule does not need to be rearranged, or
3. the change moves the student from a larger class to a smaller class with the same teacher.

### **Dropping a Course**

Students may withdraw from a course through the first two weeks (10 days) of the semester in which the course is being taken. Please note that in a full-year course students will have the first ten days of the second semester to drop. Students who drop a class after this time will receive a grade of "WF" and have a failing grade included in their final grade point average.

### **Level Changes**

On occasion, students may need to change the level of the class in which they are enrolled. In order to do so, students must:

1. Initiate a level change discussion with their teacher.
2. Students requesting a level down change must demonstrate that they have completed all homework and sought additional help from their teacher and available resource centers.
3. The teacher will then consult the department chair.
4. If the request is approved, the department chair will initiate the level change form and the teacher will contact the student and his parents.
5. The student must remain in class until the level change is made by the counselor.

Level changes may occur during the first six weeks for a semester course or until one week after first or third quarter progress reports are mailed home, whichever is the later of the two. Level changes may occur during the first twelve weeks for a year long course or until one week after first quarter report cards are mailed home, whichever is the later of the two. The grade at the time of the change will accompany the student to the new course.

### **DRIVER EDUCATION**

District 95 strongly believes that safe driving practices require responsible behavior. Therefore, students shall qualify for entry into the behind-the-wheel phase only after reaching legal age and demonstrating responsible social and academic behavior.

Due to legal requirements with regard to the number of classroom hours of instruction required in driver education, any student who misses more than two classes will be required to retake the class.

## **LAKE COUNTY TECHNOLOGY CAMPUS**

Lake Zurich High School, together with the Lake County Technology Campus, offers vocational programs to juniors and seniors that the high school does not offer. Tuition for vocational training is assumed by the school district. Since there is a waiting list for students to enroll, compliance with all rules established between Lake Zurich and the Tech Campus is essential.

Lake Zurich High School reserves the right to terminate a student's participation in the Vocational Program if the following educational tenets are not followed:

- attendance (including unexcused absences and punctuality in all classes)
- behavior
- compliance with rules set forth by the transportation department
- passing grades

Only seniors in the Auto course, without any conduct reports, will be able to drive to Tech Campus. Any student who does so **without prior** permission from the Technology Campus Coordinator or Dean will be assigned a one day In-School Suspension. Students who misbehave on the bus will receive a Saturday Detention the first time the behavior occurs. The second time they may be removed from the bus and from the Tech Campus class with a grade of F.

## **GRADUATION PARTICIPATION POLICY**

Participation in the graduation exercise is a privilege, not a right. Students wishing to take part in the ceremonies must agree to follow all dress and behavior expectations and attend the mandatory graduation practice. Any student whose behavior detracts from the dignity of the proceedings will be removed from the ceremony and will be required to be accompanied by a parent or guardian to a conference with the Principal before the diploma is issued.

Students who participate in disruptive acts, as defined in Category Three in the Parent-Student Handbook, prior to graduation can be excluded from the graduation ceremony by the school administration.

## **VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian for the graduating senior class will be determined on 7 semesters of high school grades.

## **AWARDS**

Academic awards are presented to any deserving senior upon completion of requirements at the Senior Honors Night presentation in the spring of every year.

## **STUDENT SERVICES/RESOURCES**

These services include: The Writing Center, the Foreign Language Lab, the Math/Science/Technology Resource Room, the College/Career Center and the Library.

### **LIBRARY SERVICES**

The library is open to students from 7:20 a.m. to 4:00 p.m. daily. Books, magazines, computers, videos, pamphlets, and newspapers, are available for student use. Remote access to the library web page subscriptions is available in many instances. Cards with account numbers and passwords are available at the desk. Students must have an ID for computer access. During study hall:

- Report directly to the Library with a pass from your classroom teacher.
- Sign in with valid student ID
- Remain in library entire period.
- Sign out at the end of the period.

Students may also visit the library before school, after school, and during the lunch periods.

Violation of the stated guidelines may result in loss of library privileges for a period of time to be determined by the Dean of Students.

## **GUIDANCE/COUNSELING SERVICES**

The mission of the LZHS Guidance Department is, “To support and facilitate the academic, career, and personal success of each high school student.”

Six counselors, one college/career counselor, one guidance department chair, three social workers, one psychologist and two nurses are on staff at the high school to facilitate students.

Listed below are just a few of the services provided by the Student Services staff at Lake Zurich High School:

High School Course Planning (4 Year Plans)  
 Post-High School Educational Planning  
 Post-High School Career Planning  
 Personal/Social/Emotional Concerns

### Testing

High School Placement Test	Career Interest Inventories
Advanced Placement Testing	PSAT-PLAN-Explore
College Admission Tests- ACT, SAT I & II, TOEFL	

### Conferences

Parents  
 Teachers  
 College Representatives

### Additional Resources

Student Assistance Program  
 Omni Youth Services  
 Other Agencies: Public and Private  
 Peer Mediation  
 Pathways

## **COLLEGE/CAREER GUIDANCE/COUNSELING**

A College and Career Counselor is available to provide service to students, parents, faculty and administration of District 95. In addition, there are college catalogs in the office area for student, parent, and faculty use. Students may use these during a study period, before or after school.

The guidance office together with the library has files of career information available to interested students, parents and faculty. Most of the career information is housed in the library to allow greater exposure and use by interested students and classroom teachers. Career Cruising is a licensed website that counselors utilize with all freshmen when exploring career opportunities.

In addition to the literature mentioned above, the guidance office also has reference books regarding careers and college information for use by students, parents and faculty. These reference books may be used before school, after school, during a study period, or they may be borrowed overnight.

## **COLLEGE ADMISSIONS**

Students considering university admissions should place heavy emphasis on “college preparatory” classes in the classic Liberal Arts sense. Their programs should consist of four years of English, three to four years of mathematics, three to four years of science, three years of social science, and at least two years of a world language.

There is no prescription for college admissions. Specific admission requirements fluctuate widely from university to university. College entrance exams, class rank, and grade-point average are also heavily considered in the admissions process. Our counselors encourage students to use Lake Zurich High School’s resources to look up admission requirements before selecting high school classes for the following year.

## **COLLEGE FINANCIAL ASSISTANCE**

Many students attending college will qualify for one or more forms of financial assistance. The amount of need-based assistance that a student may receive for college is generally determined by the family income and assets and the cost of the college the student plans to attend. The difference between the college costs and what need analysis agencies determine the family can afford is the amount of assistance possible. Since most need-based assistance is federal aid, there are annual adjustments to the application process. Students wishing to apply for financial assistance should do so by filing the Free Application for Federal Student Aid (FAFSA) after January 1 of their senior year, but also by the deadline stipulated by the prospective college. The appropriate forms are available in the College Career Center each December.

In addition to need-based assistance, students may qualify for merit-based assistance based on academic achievement or participation in athletic competition.

Lake Zurich High School also provides information about local scholarships that are funded by various organizations and families for the benefit of college-bound seniors. Applications are available late fall and spring, and recipients are announced at the annual Senior Honors Night in the spring.

A Financial Aid Seminar is the annual fall/winter event. Parents and students are encouraged to attend this session to learn the most up-to-date information about the financial aid process.

## **COLLEGE OPEN HOUSES**

Many colleges sponsor open house programs on their campuses for interested high school juniors and seniors. These programs can be a valuable in helping students make a college choice. Students should visit college and university websites for more information.

## **VISITATIONS BY COLLEGE REPRESENTATIVES**

Many post-high school educational institutions have representatives who visit high schools to talk with prospective students. Most of the representatives who visit Lake Zurich High School are from colleges and universities, but some business, technical, and trade schools, as well as schools of nursing also schedule visits here.

## **WEBSITES/VIDEO TAPES**

Many licensed websites are available for use in the guidance office. The most widely used are the Career Cruising website and Collegezone. In addition, video tapes of colleges and universities are available in the guidance office.

## **JOB OPPORTUNITIES**

Notices regarding job opportunities are posted on the Job Bulletin Board located outside the Guidance Office. Because of age requirements, some jobs will not be open to freshmen.

## **SPECIALIZED EDUCATIONAL SERVICES**

District 95 offers special education programs and services to meet the unique needs of identified students 3 to 21 years of age. A free and appropriate public education is offered to students in the least restrictive environment depending on each student's individual needs. Eligibility for special education is determined through a comprehensive case study review only after a Domain Determination meeting of needed assessments has taken place. If the student meets criteria of having a disability and there is an adverse affect because of the disability on the student's education performance, then special education eligibility will be determined. An IEP (Individualized Education Program) will then be developed based on the student's individual needs. This IEP will be reviewed at least once annually. Progress reporting on a student's goals and objectives will be reported as frequently as grades are reported on the report cards.

For further information contact Theresa Baker, Special Education Department Coordinator at 540-4196.

## **STUDENT ASSISTANCE PROGRAM**

The Lake Zurich High School Student Assistance Program is designed to support and enhance student learning and well being through the areas of prevention, intervention, and support. These areas include but are not limited to:

- Students who are experiencing consistent academic difficulties.
- Students who are chemically dependent.
- Students who are affected by the chemical use of others.
- Non-using and non-abusing students to support their decision to remain chemically free.
- Students with other personal or emotional issues such as coping with separation/divorce in the family, pregnancy, abuse, depression, grief and loss, eating disorders, and general life transitions.

The Student Assistance Program works through a referral system. Any faculty or staff member, coach, parent, or friend who has a concern related to a student's possible substance abuse or any academic, emotional or behavior problems may refer a student. Referral forms are available in the guidance and health offices or on-line at the LZHS Web Page under Student Assistance Program. A detailed description of the SAP Program, community resources, and links to outside sources are also available at this site. For more information contact a guidance counselor, social worker or the nurse.

## **CHEMICAL INTERVENTION TEAM**

Faculty members have an obligation to report incidents of perceived illegal substance abuse. The Chemical Intervention Team is comprised of the Assistant Principal, the School Nurse, a Counselor, the Social Worker, and a Teacher.

Any faculty member who suspects a student of using, possessing, or distributing illegal substances will refer him to the team. A student may also voluntarily refer himself to the Chemical Intervention Team. The Team will review each situation and refer a student for help.

### **RE-ENTRY PROGRAM**

Students who have received treatment and who are re-entering Lake Zurich High School will be referred to a re-entry team consisting of the School Nurse, Counselor, and Social Worker. Students re-entering Lake Zurich High School will be allowed to make up all course work missed as a result of treatment. The re-entry team will assist the student in his/her transition back to Lake Zurich High School.

### **PEER LEADERSHIP PROGRAM**

The Peer Leadership Program provides services for students through different programs.

### **SUPPORT GROUPS**

Lake Zurich High School has found that they are better able to meet the needs of students, academically, socially and emotionally, by offering several different groups. These groups will be advertised via the web page and through the Guidance Office. Students may request to be a part of a group. Referrals will also be accepted by parents and/or teachers.

### **POLICE LIAISON SERVICES**

A school police consultant, who is a police officer with the local police department, is assigned to the high school. His duties include: counseling students who have violated the law, and conducting classroom lectures on law, good citizenship, safety, and drugs and alcohol. He also is available to talk with parents of students who have had problems with the law. In addition, he handles police matters that occur at the school. Students who experience thefts, vandalism, or related problems at the school should notify the police consultant.

## **STUDENT DISCIPLINE**

### **PHILOSOPHY**

Effective discipline is based upon a teaching philosophy and not punishment. Our approach, discipline as teaching, integrates the school's discipline philosophy with its overall mission. The intent of this philosophy is to remediate inappropriate behavior and help the student make good choices. Lake Zurich High School does not condone discipline as punitive or pejorative. Disciplinary action will also occur for offenses that occur outside the school grounds if a direct relationship exists between the conduct of the student and the school's educational function. When school rules are maintained, a student can learn.

### **GENERAL EXPECTATIONS FOR CLASSROOM BEHAVIOR**

Student behavior and attitude in the classroom must be cooperative and serious. The school insists that students:

- arrive to class on time
- prepare for class with all necessary materials
- be considerate of others
- respond promptly to all directions of the teacher
- take care of school property and the property of others

## **CUSD #95 CODE OF CONDUCT**

*All standards of conduct will apply during school hours and at any school-sponsored event regardless of time or location.*

Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of the school. Principals, teachers, bus drivers, and ESP staff stand in loco parentis, that is, in the supervision of students in the absence of parent/guardian.

The teaching of self-discipline (responsibility for a person's own actions) is a goal of the Community Unit School District 95 Code of Conduct. To ensure that students exhibit appropriate behavior and performance, it is the school's responsibility to implement a program for teaching a system of essential rules and to administer just and constructive corrective measures. Should corrective measures be necessary, the following will be considered:

- Student's age
- Ability-functioning level
- Seriousness of the offense
- Frequency of the inappropriate behavior.
- Circumstances and intent - including family circumstances and/or home environment situations
- Potential effect of the misconduct on the school environment
- Relationship of the behavior to any disabling condition.

There is no list of rules that can be all-inclusive. Anytime student behavior is disruptive, illegal, or inconsiderate of others, the student will be subject to disciplinary action. These rules apply while in school or on school district property, on a school bus, school-sponsored field trips, and while in attendance at extra-curricular activities in which Lake Zurich is participating. It may also occur outside the school grounds provided that a direct relationship exists between the conduct of the student and the school's educational function.

### **Level 1 Behaviors**

The resolution of Level 1 behaviors is primarily the responsibility of teachers, school personnel, and parent/guardians. Notification of parent/guardian may occur. Administrative and parental assistance can be initiated without engaging the formal referral process. Level 1 behaviors include, but are not limited to the following:

- Cheating/Plagiarism
- Derogatory remarks
- Disrespect and disobedience
- Distracting others
- Excessive and/or loud talking
- Excessive tardiness
- Failure to do assigned work
- Failure to bring necessary materials to class
- Failure to pay school fines, fund-raising commitments, or return equipment/materials
- Forging or altering school forms/documents
- Inattentiveness (age appropriate)
- Inappropriate dress
- Inappropriate gestures/obscenity and/or profanity
- Inappropriate physical contact/displays of affection
- Leaving the building/school grounds without permission
- Littering
- Loitering

- Possession of electronic devices
- Possession of false identification/failure to carry school I.D.
- Pushing or shoving
- Throwing objects

### **Level 1 Interventions**

The following interventions may be used to address Level 1 behaviors. The use of multiple interventions should include parent contact.

- Apology letter (acknowledge and accept responsibility for actions)
- Assigned school service relative to behavior
- Behavioral contracts/behavior management plans
- Brief hall conference with student
- Classroom activity exclusion
- Classroom behavioral management plan
- Classroom meeting
- Conference
- Consultation/intervention with other teachers/counselors/school personnel/outside sources
- Contact with parent/guardian (site, phone, letter, visit, e-mail)
- Controlled ignoring
- Cooling off or time out
- Detention
- Grade adjustment (cheating/plagiarism)
- Incentives/positive reinforcements
- Nonverbal correction
- Peer mediation
- Review classroom/school rules
- Seating change
- Supportive confrontation
- Temporary alternative placement (another class)
- Temporary removal of items that disrupt
- Verbal correction
- Withdrawal of privileges

### **Level 2 Behaviors**

These interventions are the responsibility of school-based administration, with assistance from teachers, school personnel, and parents. One or more interventions may be utilized. Level 2 behaviors include, but are not limited to the following:

- Persistent Level 1 behaviors
- Altering/destruction of school records
- Bullying/threats/intimidation
- Cheating/plagiarism
- Computer vandalism
- Computer violation
- Damage to property
- Discriminatory conduct
- Distribution, possession, exhibition of offensive or harmful materials
- Failing to attend the assigned discipline program
- Fighting
- Fireworks/incendiary objects
- Gambling
- Gang related behavior

- Gross disobedience
- Gross disrespect
- Harassment/hazing
- Leaving the building/school grounds without permission
- Physical abuse
- Possession of stolen property
- Reckless behavior
- Sexual harassment
- Sexual misconduct
- Temper tantrum/out of control behavior
- Theft
- Trespassing
- Truancy
- Use/possession/distribution/or selling of tobacco materials

## **Level 2 Interventions**

Level 2 interventions include, but are not limited to:

- Peer mediation
- Up to 3 days of detention before/after school
- Saturday detention
- Parent/guardian conference with school personnel
- Up to 5 days of in-school suspension
- Up to 10 days of out-of-school suspension
- Referral to outside agency or authority
- Restitution
- Consultation/referral to police agency/ordinance citation and possible arrest
- Alternate educational program (off-site)
- Recommendation for expulsion
- Drop from class and loss of credit
- Withdrawal of privileges

## **Level 3 Behaviors**

These interventions are the responsibility of school-based administration and central office personnel, with assistance from teachers, school personnel, and parents. One or more interventions may be utilized. Board of Education action may also be necessary. Level 3 behaviors include, but are not limited to the following:

- Persistent Level 2 behaviors
- Arson/attempted arson
- Battery
- Bomb threats
- Burglary
- Distribution, sale, use, and/or possession of alcohol, non-prescriptive drugs, illegal drugs, controlled substances, look-alike drugs, and/or drug paraphernalia
- Engaging in any activity that constitutes an interference with school purposes or an education function or any disruptive activity
- Extortion
- Fighting
- Gang-related activity
- Group violence
- Harassment/hazing
- Indecent exposure
- Inciting violent acts

- Interference with school personnel
- Misuse of fire alarms
- Possession, use or transporting explosives or hazardous material
- Sexual harassment
- Sexual misconduct
- Staff assault
- Terrorist threat
- Threats/intimidation/bullying
- Threats with a weapon
- Use/possession of a weapon
- Use of a legitimate tool as a weapon
- Vandalism

### **Level 3 Interventions**

Any or all of the following interventions may be used to address Level 3 behaviors.

- Parent/guardian conference with administrator/teacher
- Up to 10 days in-school suspension
- Up to 10 days out-of-school suspension
- Referral to outside agency or authority
- Restitution
- Alternate education placement (off-site)
- Recommendation for expulsion
- Consultation/referral to police agency/ordinance citation and possible arrest
- Social Probation
- Pathways
- Withdrawal of privileges

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR/INTERVENTION STRATEGIES**

### Due Process

All suspected violations of the behavior policies of Lake Zurich High School, will be directed to the Dean of Students. The Dean of Students will meet with the student. The facts will be presented, and the Dean of Students shall weigh the evidence, based upon their best judgment. Before making a decision on the disposition of the student's case, both the best interests of the student and the best interests of the school will be considered. The student's parents will be informed of the action.

### **FAILURE TO REPORT TO DEAN'S OFFICE**

Students directed to report to the Dean's office for a disciplinary matter, but failing to do so, may result in suspension of up to five days or other disciplinary action.

### **BEHAVIORAL CONTRACT**

A written contract identifies the desired behavior and sets a future time to meet and discuss with the student the progress that he is making toward fulfilling the contract.

### **COUNSELING**

Referral to a social worker or guidance counselor is a frequently used intervention to deal with psychological-social issues that may be causing inappropriate behavior.

### **PARENT CONFERENCE**

When behavior is endangering the health, safety, or academic performance of the student or other students, a parent conference will be required to consider strategies for helping to solve the problem.

## **DETENTION – ASSIGNED BY TEACHER**

When a student is assigned a detention by a teacher, he is required to attend at the time specified by the teacher. Teachers should give approximately twenty-four hours notice of such an assignment. Teachers are strongly urged to contact parents when they assign a detention. If a student fails to serve a teacher detention, he will be referred to the Dean of Students for insubordination and failure to follow a teacher directive.

## **DETENTION & SATURDAY MORNING DETENTION**

Detentions are periods of time for quiet study that are assigned by the Dean of Students. Detentions will be served at a time designated by the Dean of Students, either before or after school or Saturday morning. Detentions may either be one, two or four hours in length.

Saturday detention is assigned by the Dean of Students for serious misbehavior in school.

- Saturday detention is held from 8:00 a.m. to noon.
- Failure to report for an assigned four-hour Saturday detention will result in a one-day In School Suspension being assigned.
- There are no rescheduling of Saturday Detentions.
- Saturday detentions are supervised by teachers.
- All school rules apply during the Saturday detention.
- Students are required to bring homework assignments or educational reading material to occupy their time.
- Specific rules are reviewed each Saturday.
- Any student who commits an infraction during the Saturday detention will be sent home immediately and will forfeit all time served that day.
- Transportation for Saturday Detention is not provided by District 95. Students must arrange for their own transportation.

Afternoon detention:	3:20 PM - 5:20 PM	Monday – Thursday
Saturday detention:	8:00 AM - 12:00 PM	

Failure to serve a detention:

1 hour = 2 hour  
2 hour = 4 hour  
4 hour = 1 day ISS

**Final exams are not administered to students until financial and disciplinary obligations have been met.**

## **WITHDRAWAL OF PRIVILEGES**

As a student progresses through high school, he receives certain privileges. However, he will forfeit these privileges if he chooses to violate school policies.

## **SOCIAL PROBATION**

A student who violates the rules of the school may be placed on social probation for the duration of time suggested by an administrator. This means that the student will not attend school activities, including but not limited to, athletic contests (home and away), dances, plays, and school events.

## **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspensions are set up by the Dean of Students for serious infractions. Before a suspension, the student is entitled to a hearing with the Dean of Students. During this conference the student will be told of the specific complaint and will have an opportunity to explain his guilt or innocence.

Upon a decision to suspend, the Dean of Students will prepare a letter to the parent stating the reason for the suspension. The Dean of Students will also make every effort to contact the parent or guardian by phone on the day of the decision.

If a student is suspended, he has the right to appeal that decision to the Assistant Principal.

Students who are serving In-School Suspensions will be required to complete their assignments in the suspension room. Prior to serving the ISS, the student is responsible for getting all the assignments from his teachers. In extreme circumstances students will be immediately placed in ISS and it will be the teachers' responsibility to provide the work.

Any student leaving the ISS Room without authorization from a Dean will serve the remainder of their suspension out of school (OSS) plus 1 additional day.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

State law permits the school to suspend a student for up to ten (10) days for "gross misconduct and disobedience". Gross misconduct and disobedience apply to Categories Two and Three, as described in this handbook. A student suspended from school may not be on school district property for any reason unless he has made prior arrangements with the administration. Failure to observe this regulation is considered criminal trespassing and may result in prosecution.

Before a suspension, the student is entitled to a hearing with the Dean of Students. During this conference the student will be told of the specific complaint and will have an opportunity to explain his guilt or innocence.

Upon a decision to suspend, the Dean of Students will prepare a letter to the parent stating the reason for the suspension. The Dean of Students will also make every effort to contact the parent or guardian by phone on the day of the decision.

If a student is suspended, he has the right to appeal that decision to the Assistant Principal.

Any class work missed because of the suspension must be made up by the student in the same manner and time as any absent student. Students at Lake Zurich High School are not suspended from education, only from class attendance and socialization.

Parents may be required to attend a re-entry meeting with the student following an Out of School Suspension.

## **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

Students who commit an act of misconduct involving weapons or drugs may be removed by school personnel to an appropriate Interim Alternative Educational Setting for up to 45 calendar days. It does not matter if the weapon or drug offense is related to their disability. The student must be provided with a placement that will enable them to progress in the general curriculum and advance toward achieving their IEP goals. In situations in which the district has determined that the student's behavior is substantially likely to result in injury to the student or other students, an Interim Alternative Educational Setting for up to 45 calendar days may be recommended.

## **EXPULSION**

In cases of repeated or gross misconduct, the Principal may recommend to the Board of Education that expulsion proceedings be initiated. The Board of Education has the sole authority to expel a student up to two years.

## **POLICE REFERRAL**

Acts that are illegal under the Criminal Code of Illinois are reported to the police. This referral does not replace the application of school disciplinary action for the same incident. Conversely, the police and Illinois State's Attorney share information regarding student behavior.

# **STUDENTS RIGHTS & RESPONSIBILITIES**

## **HARASSMENT OF STUDENTS**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual harassment of students is prohibited. Any person, including a district employee, agent, or student engages in sexual harassment whenever he makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex.

Complaints of harassment or intimidation are handled according to the provisions on harassment. The Superintendent shall use reasonable measure to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

## **INSUBORDINATION AND/OR RUDENESS TO SCHOOL PERSONNEL**

All members of the school community should treat each other with respect at all times. It is an expectation of faculty and staff not to provoke insubordination or rudeness in any way. Neither are students permitted to defy legitimate requests or to create scenes regarding such requests in front of their peers.

Insubordination is the refusal to obey directions or instructions of school personnel or refusal to obey established and well-defined school rules and regulations. Failure to comply with this rule will lead to disciplinary action.

## **STUDENT DRESS/CLOTHING STANDARD**

Lake Zurich High School has the authority to enforce a standard of decency, health, and cleanliness. Manner of dress and hairstyles that presents a clear and present danger to the students or to others' health and safety, cause an interference with work, or create classroom or school disorder will not be permitted. Students' shirts and dresses must completely cover the shoulder, back, and midriff areas. Lake Zurich High School accepts and fully recognizes that the basic responsibility for dress rests with the students and his parents, but experience has demonstrated the need for certain restrictions in this area.

The following will not be permitted:

- a. Headgear, bandannas and hoods of any sort are considered inappropriate attire and are not to be worn inside a building during the academic school day (7:05 a.m. to 3:11 p.m.). The exception to this is when the garment is a necessary part of a recognized religious organization.
- b. Examples of inappropriate dress are (but not limited to): halter tops, undershirts, tops which are strapless, backless, spaghetti straps and/or revealing bare midriffs, short shorts, short skirts/dresses, gym shorts (except in P.E. class), cut-offs, swimsuits, mesh jersey, etc. Pants may not be worn to sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- c. Any item of clothing or jewelry containing the insignia of a gang or otherwise commonly associated with a gang or cult.
- d. Clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that degrade others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote tobacco, alcohol, drug use, or violence; or that are otherwise contrary to the school's education mission.

Discretion judgment regarding the appropriateness of student dress will be made by the administration.

### **SCHOOL I.D. CARDS**

Students will always carry the school I.D. card. Students must present or surrender the card to any staff member upon request. The card is the property of Lake Zurich High School. ID cards may be used to purchase food in the cafeteria through the district's Point of Sale (POS) system. A fee of \$5.00 is charged for replacement.

I.D. Violations: (Per School Year)

1st offense: Student receives a warning.

2nd offense: Student receives a 2 hour detention.

3rd offense: Student must purchase a new I.D. Student receives a 4 hour detention.

4th offense: Parent is called and letter is sent home.

### **HALLWAY CONDUCT**

No student is to be in the hallways during class time without a pass from a staff member. When in hallways, students are expected to be mindful that unnecessary conversation and inconsiderate behavior are distracting to classroom activities and will not be tolerated. No eating or drinking will be allowed in hallways. Students are also expected to use appropriate language and demonstrate appropriate behavior during passing periods.

### **CAFETERIA**

The cafeteria is the only area in which students may eat food and drink beverages. In order to keep a safe and clean cafeteria, students must promptly follow the directions of the faculty members on duty. Failure to respond to their request will result in a Deans Office Referral.

## **STUDY HALLS**

All students are assigned to quiet study halls during those times when they are not assigned to classes. The following rules exist for all study halls:

- Silent individual study or reading.
- Group study only when permission is granted.
- Use of the library or resource center during study hall is permitted only if the student has a library pass signed by one of the student's classroom teachers prior to the study hall period.
- The consequences for inappropriate behavior in study hall are the same as those outlined for the classroom.

## **TESTING CENTER**

The Testing Center is a supervised room open every period of the day. It is used as an opportunity to make up quizzes and tests due to absences from class without missing valuable instructional time. The following rules exist for the Testing Center:

- Must arrive within the first 5 minutes of the period.
- Need to present a pass from the classroom teacher and ID to obtain the quiz or test.
- Once quiz or test is completed, student will turn in quiz or test to Testing Center supervisor.
- Student will then return to study hall, lunch, or class with a signed pass.

## **POSSESSION OF RADIOS, WALKMANS, CD PLAYERS, PERSONAL ELECTRONIC EQUIPMENT, IPODS, ETC.**

We recommend that students do not bring anything of value as thefts do occur. Students who bring any entertainment/electronic equipment to school do so at their own risk.

## **CELLULAR PHONES/PAGERS/TELEPHONE CALLS**

Cellular phones and pagers are to be turned off and put away, out of sight during the school day (7:05 a.m. – 3:11 p.m.). This includes but is not limited to, calls, text messages, voice-mail, picture taking, alarm settings, calculators, game playing, and checking of time. Disciplinary action will be issued and phones confiscated if being used during the academic school day. If confiscated, phone may be picked up at 3:11 pm in the Dean's Office.

Parents who need to contact their child should call the Attendance Office at 847-438-5162.

Cell Phone Violations: (Per School Year)

1st Offense: Teacher turns phone into Dean Office. Student receives a warning.

2nd Offense: Student receives a 2 hour detention.

3rd Offense: Student receives a 4 hour detention.

4th Offense: Parent/Student/Dean Conference. Student receives one day ISS. Parents must pick up the phone.

Further Offenses: Out of School Suspension.

Tardiness to class or study halls will not be allowed for phone calls.

## **SCHOOL DANCE REGULATIONS**

All dances are for Lake Zurich High School students only unless otherwise directed by the Principal. All attendees must be under 21 years of age and at least a freshman in high school.

All school rules apply when in attendance at a dance. Unless otherwise noted, no one is admitted one hour after the start of any dance unless an administrator gives special permission. Once a student leaves the dance, he cannot be readmitted. All students must bring an

ID card for entry. Non-LZHS attendees must be accompanied by an LZHS student and have some form of identification to enter the dance. If bringing a guest, the LZHS student must complete and submit a Guest/Visitor Form to the Dean's Office before he will be able to purchase tickets. Non LZHS students will not be allowed to purchase tickets at the door.

Lake Zurich High School has a breathalyzer that will be administered to students who exhibit behavior that suggests that they have been drinking. Students who do not pass the breathalyzer test or refuse to take the test will be detained and their parents will be called to come pick them up. In addition, students who do not pass the breathalyzer test or who refuse to take the test will be given an automatic ten-day suspension with possible referral to the Board of Education for expulsion. No water bottles or pop cans/bottles will be permitted.

## **BUS CONDUCT**

Safety is the first priority while transporting students to and from school. School bus drivers have a great deal of responsibility when driving the bus and must have full cooperation of all students to ensure everyone's safety. All standards of conduct outlined in the District's Code of Conduct will apply while students are on the school bus regardless of time or location. Any behavior on a bus that would endanger the well being of the students, the bus driver, or the general public may result in a loss of bus riding privileges.

## **USE OF VIDEO CAMERAS ON SCHOOL BUSES**

Video cameras may be used by the district on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the video tapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video tapes. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **ELECTRONIC NETWORK ACCESS**

Lake Zurich High School is committed to providing a technological infrastructure that allows students a wide range of information resources and to a curriculum integrated and supported by technology. All students are expected to be responsible users of technology. Each student is provided with a network account, a confidential password, and space on the server to utilize for the storage of classroom work and files pertaining to a specific class. All use of the school computers and network must be for the purpose of education.

The use of the schools' electronic networks, including the Internet, is a privilege, not a right. As a condition for using the District's electronic network, all users must sign the District's Authorization for Electronic Network Access form which is available online. Failure of any user to follow the District's electronic network procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The technology staff performs a monthly audit of network file storage to ensure the integrity, security, and performance of our overall system. The intent of the audit is to ensure a safe learning environment and minimize activity that might bring harm to our students or data.

Network Violation: (Per School Year)

1st offense: Student receives a warning.

2nd offense: Student receives a 2 hour detention and a 10 day suspension of computer privileges.

3rd offense: Student receives a 4 hour detention and a 20 day suspension of computer privileges.

4th offense: Student receives 1 day of ISS and suspension of computer privileges for 1 semester.

## **CHEATING/PLAGIARISM POLICY**

Cheating on classroom tests and/or possession of unauthorized tests or materials will be considered serious violations and are grounds for failure of a semester course or a full year course. Incidents are dealt with on an individual basis by the classroom teacher.

## **FORGERY**

Forgery includes changing the time, date or otherwise altering a pass, forging the name of school personnel or parents/guardians on notes or forms, or altering a pass or official school documentation in any way. Students will be referred to the Dean's Office for disciplinary action.

## **PRANKS**

Lake Zurich High School does not tolerate pranks of any kind at any time since they interfere with the learning environment and may present a danger to people and property. Severe penalties will be applied to students involved in prank activities. Penalties may include Saturday Detentions, social probation, suspension, referral to the police if a law has been violated, exclusion from the graduation ceremony, and/or recommendation for expulsion.

## **FIGHTING**

Students who are involved in fights and/or other acts of violence on school property or in school vehicles will be taken to the Dean's Office. Once the guilty party or parties have been determined and parents have been notified, the student(s) will be turned over to the community liaison officer and escorted to the Lake Zurich Police Station. The police will communicate with the parents and/or guardians. Students turned over to the police for instigating fights will automatically be suspended for a minimum of five days for the first offense and ten days, with recommendation for expulsion, for the second offense.

Students who aide or incite violent acts with provocative remarks and/or students who refuse to move aside when adults are attempting to break up a fight will receive a three day school suspension for the first offense, seven day school suspension for the second offense and a ten day school suspension for the third offense with a recommendation for expulsion.

## **STUDENT PARKING-SENIORS ONLY**

Parking spaces in the student lot will be restricted to students with permits. A senior lottery will be held. We encourage students to carpool so that more may take advantage of the driving privilege.

Students with valid parking stickers must register all vehicles with the Dean's Office and properly display the sticker. The parking permit fee for the 2008-2009 school year is \$155.00 for the fieldhouse and senior lots and \$105.00 for the May Whitney lot. **This is a per semester fee.** It must be paid along with the registration form by the end of the first full week of school in the fall. Parking fees are non-refundable. Replacement stickers are \$10.00 each.

Seniors must park in their designated parking area. All drivers must have a valid parking sticker purchased from Lake Zurich High School, a valid State of Illinois Driver's License, and proof of insurance. Students must ensure that the parking sticker is displayed in the back window of the car at all times. A school official will affix the sticker to the vehicle. Violators will be ticketed and/or towed at their own expense. There is no loitering in the school parking lot.

Students and parents will also be required to sign a statement agreeing to abide by all handbook rules regarding parking, as well as safe driving standards as outlined in the Rules of the Road published by the State of Illinois.

**Freshmen, Sophomores, and Juniors are prohibited from driving to school.** Students without a sticker may obtain a one-day temporary parking permit in the Dean's Office to be used for emergency purposes (i.e., doctor's appointment, dentist appointment, court appointment, etc.). This one-day permit must be obtained from the Dean's Office at least 2 days in advance. The cost for a temporary permit is \$2.00 per day.

Students will lose all driving privileges to school if traffic violations occur and if school policies are not observed. In particular, students must observe the 15 mile per hour speed limit and follow the designated lane direction. Violations of school rules may also result in the loss of driving privileges.

If a student parks in the student lot without a permit, parks in the faculty lot or in other unauthorized areas, he will be subject to ticketing and/or towing at personal expense and lose their parking permit for their Senior year if they are underclassmen.

Any student caught abusing the privilege of parking on campus by duplicating, illegally transferring, falsifying information, and/or altering the parking permit in any way will forfeit his right to park on campus for the remainder of the school year.

### **GANGS, GANG-RELATED, AND GANG-LIKE ACTIVITIES**

The presence or visibility of gangs and gang-related activities or other undesirable groups cause a substantial disruption of and/or material interference with school and school activities. Gangs also foster anti-social behavior, attitudes, and practices that may endanger the health, safety, and welfare of students and faculty. By this policy the Board of Education acts to prohibit the existence of gangs and gang activities as follows:

Lake Zurich School District prohibits the presence of gangs, gang activities, gang like behavior, or other undesirable groups that by their nature interfere with and/or disrupt school and school activities.

A "gang" as used in this policy shall mean two or more individuals not associated with school or school-sponsored activities whose purposes include the disruption of the learning environment, or who associate with each other primarily for criminal and/or other activities prohibited by law and/or the district's rules and regulations.

No students on or about school property or at any school activity shall engage in the following:

1. Wear, possess, use, distribute, display, give or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that is an indication of gang like activity.  
Consequences are subject to the following:
  - required to surrender any material or thing alleged to violate this policy to school officials;
  - conference with school administration;
  - parent conference;
  - subsequent related violations of this policy will subject the student to suspension or expulsion.
  
2. Communicate, either verbally or non-verbally (gestures, handshakes, slogans, drawings, markings, etc.), membership in or affiliation with a gang.  
Consequences are subject to the following:
  - required to surrender any material or thing alleged to violate this policy to school officials;
  - conference with school administration;
  - parent conference;
  - subsequent related violations of this policy will subject the student to suspension or expulsion.
  
3. Commit any act that furthers gang activity, including but not limited to:
  - soliciting others for membership in any gang,
  - requesting any person to pay protection or otherwise intimidating or threatening any person,
  - inciting other students to act with physical violence upon any other person,
  - committing any other illegal act or other violation of school district policies.Consequences are subject to the following:
  - A suspension for ten days and may be recommended for expulsion for up to one year and will be referred to the proper law enforcement agency.

## **LOCKERS**

Each student is assigned a hall locker. The sharing of lockers with other students is prohibited and a change in locker assignments requires approval from the Dean of Students. All students are encouraged to maintain their lockers in good order. It is the student's responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both interior and exterior, are the student's responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary action may be assessed for locker damage.

Lockers are the property of the school. The school is not responsible for the replacement of property missing from lockers. School officials reserve the right of owner access to lockers at anytime. A search of a student's personal property or locker may be conducted by a member of the high school staff if there is a reasonable suspicion that there is anything in the student's possession that is contrary to health, safety, education, and good order. Refusal of the search by the student will be considered as gross disobedience to school rules and regulations and will result in immediate suspension and referral to the Board of Education for consideration for expulsion. Materials discovered in the search may be confiscated and used as evidence in school-related investigations.

It is the student's responsibility to secure all items and to clean out hall lockers and P.E. lockers at the end of the year. Any items left behind will be donated to local charities.

## **TOBACCO/TOBACCO PRODUCTS**

The Board of Education of District 95 recognizes the impediment to education posed by tobacco and pledges to provide a tobacco-free environment for our students by taking whatever lawful steps may be available toward achieving this goal.

The use and/or possession of tobacco in any form on school property are prohibited by Illinois Statue and Lake Zurich Village Ordinance 3-2-18.

### First Offense:

- 3 days of In-School Suspension.
- If the student agrees to participate and complete the smoking/tobacco health awareness seminar arranged with Omni, the In-School Suspension will be reduced to one day.
- Failure to complete the seminar will result in the three-day suspension being re-assigned.
- The police liaison officer will be notified; the student may be issued a citation with a minimum \$25.00 fine.

### Second Offense:

- 5 days of In-School Suspension.
- The police liaison officer will be notified; the student may be issued a citation with a minimum \$50.00 fine.

### Third and subsequent offenses:

- Suspension from school for ten days with the possibility of being recommended to the Board of Education for expulsion.
- The police liaison officer will be notified; the student may be issued a citation with a minimum \$100.00 fine.

### Driving Privileges:

- Students with parking stickers will LOSE their driving privileges for the remainder of the school year and forfeit the parking sticker fee if they are caught using tobacco products on school property.

## **DRUGS AND ALCOHOL**

Lake Zurich Community School District #95 recognizes that the use of alcohol and other drugs and the associated problem is becoming increasingly commonplace in our society. The misuse or abuse of alcohol and other drugs often precedes severe dependencies. The Board of Education recognizes the impediment to education posed by drugs and pledges to provide a drug-free environment for our students by taking whatever lawful steps may be available toward achieving this goal.

### **PROCEDURES FOR USE AND/OR POSESSION OF:**

- **ALCOHOL**
- **NON-PRESCRIPTIVE DRUGS**
- **ILLEGAL DRUGS**
- **CONTROLLED SUBSTANCES**
- **LOOK-ALIKE DRUGS**
- **DRUG PARAPHERNALIA**

These are level three offenses with an automatic ten-day suspension and possible recommendation for expulsion to the Board of Education. Students will also be referred to the police for appropriate legal action and parents will be required to come in for a parent conference. An expulsion hearing will be scheduled, which the parent and student are requested to attend. Students will also lose their driving privileges and forfeit the parking sticker fee for the remainder of the school year.

For students under the influence of alcohol or exhibiting the odor of alcohol, the Breathalyzer is the only proof of innocence. If students are suspected of being under the influence, they are expected to comply with administrative directive to submit to a Breathalyzer. Failure to comply will equate to an admission of guilt.

In lieu of a ten-day suspension and recommendation for expulsion, first time offenders will have the option to participate in and successfully complete Pathways, a substance abuse education program, sponsored by Lake Zurich High School. In addition, the student will be assigned a 5 day school suspension, referred to the police for appropriate legal action, will lose their driving privileges and forfeit the parking sticker fee for the remainder of the school year, and parents will be required to come in for a parent conference.

Violations of policy concerning alcohol, drugs, and drug paraphernalia shall be cumulative over the student's high school years.

## **SUBSTANCE ABUSE PACTS FOR STUDENT ATHLETES, EXTRA-CURRICULAR PARTICIPANTS, AND THEIR PARENTS**

Athletes, extra-curricular participants and their parents will attend mandatory pre-season informational meetings covering Athletic/Activity guidelines on drug and alcohol usage during the student athlete's sports/extra-curricular season. Both parents and students will be required to sign Anti-Substance Abuse Pledges, which will be kept on file in the Athletic Directors Office. Violations of this pledge by the student athlete and/or extra-curricular participant will result in appropriate action being taken as outlined in the Extra-Curricular Handbook, as well as being subject to the provisions of the Parent/Student Handbook.

## **EXTRA-CURRICULAR ACTIVITIES**

### **INTRODUCTION**

This handbook has been developed for the purpose of establishing guidelines for the operation of our extra-curricular program. Supplements and revisions may be added at any time during the school year. We hope to foster and encourage high school sports/activities in accordance with the highest tradition of athletic competition and in proper perspective to the overall educational program in District 95. As with any handbook, not every situation can be covered in complete detail. It should be noted that the Athletic Director/Activities Director shall have the responsibility of formulating and administering more detailed explanations and descriptions of procedures that are outlined in this brief handbook.

The extra-curricular programs at LZHS continue to provide a positive image of the school while helping students develop a more realistic and positive attitude toward themselves and others. Realizing that a great tradition is not built overnight, LZHS staff and students are making significant progress in achieving goals of excellence in many areas. The role of contributing to a tradition that brings honor to students, school, and community is worthy of the best efforts of all concerned.

## **PHILOSOPHY**

A commitment to excellence in academics is the most important goal that every student and staff member here at Lake Zurich High School strives for. Extra-curricular activities are designed to compliment and balance each student's educational experience. Our programs accomplish this through establishing high standards of conduct and attitude by providing opportunities for participants to be exposed to real-life experiences in an effective, controlled, and socially constructive teaching environment. We believe that participation can contribute to the development of sound ethical values, emotional stability, social competence, good health, leadership, character, self-discipline, and self-confidence. When conflicts in time arise between academics and extra-curricular involvements, academic commitments are always more important.

We believe that a sound extra-curricular program can teach participants the values of cooperation and the spirit of competition. Head coaches of team or individual sports will be allowed to trim their numbers to manageable sizes and have the option of utilizing freshmen or sophomore student/athletes on their varsity squads in an effort to develop the most competitive program possible. It is important to note that in this competitive environment, the quantity of playing time is correlated to the skills and abilities of the players. Equally important is the drive and dedication that players exhibit during practices and contests. Students cannot expect to play in contests if they do not fully participate in practices. Although we take great pride in being the best we can be, we do not condone "winning at any cost" and discourage any and all pressures which might tend to neglect good sportsmanship, appropriate behavior, and good mental and physical health. No matter what the situation, there will be no compromise in the standards adopted by the school district, the athletic conference, and the Illinois High School Association.

We believe that extra-curricular participation can be a positive force if the individual students involved realize that they will reach greater achievements through self-discipline and dedication. Students earn the privilege of representing District 95 by being selected as participants. As a result, they are held responsible for their actions at all times.

## **EXTRA-CURRICULAR ATHLETICS, ACTIVITIES COACH/SPONSOR**

### **Athletics-Related**

Pom Pon: TBA

### **Athletics-Interscholastic**

#### Girls

Basketball: Chris Bennett

Bowling: Mel Fox

Cheerleading: Pam Bonnevier

Cross Country: Ian Silverman

Golf: Mel Fox

Soccer: Meghan Kolze

Softball: Becky Lewandowski

Tennis: Marcus Sipiera

Track: Lance Pacernick

Volleyball: Matt Aiello

#### Boys

Basketball: John Zarr

Baseball: Gary Simon

Bowling: Peter Kupfer

Cross Country: J.B. Hanson

Football: Bryan Stortz

Golf: Terry Geoghegan

Soccer: Mike Schmitz

Tennis: Kristen Chamberlain

Track: Chad Beaver

Wrestling: Dan Strickler

Volleyball: Gillian Faulknor

### **Athletic Clubs**

Hockey: Tom Paulson

Lacrosse: Dave Kintzer

Swimming: Jill Kragseth

### **Fine & Performing Arts**

Art Club: Matt Winkelman, Lisa Corelli

Color Guard: Libby Reimann

Drama Club: Ron Culver

Orchesis: Angela Fortune

Strolling Strings: Serge Penssik

### **Academic Teams**

Debate/Speech Team: TBA

Math Team: Steve Ellis, Katie Nerroth, Zach Eccles

Scholastic Team: David Voss, Mike Bale

Science Team: Pat Armbruster

### **Special Interest**

FBLA: Cindy Klebba

Gay/Straight Alliance (GSA): Barbara Belke

French Club: Katy Hauck

German Club: Andrew Ziarnik

Interact: TBA

Recycling Club: Andrew Ziarnik, Laura Fonte

Spanish Club: Brian Scott

Habitat 4 Humanity: Joe May

Environmental Awareness: Mary Ann Eiserman

Ultimate Frisbee: Jennifer Gira

Ski Club: Meg Heinrich

Polar Bear Running Club: J.B. Hanson

Technology Club: John Keyser

## **Student Government**

Student Council: Chris Bennett, Sue McBride  
Freshman Class Board: Deb Mayerson, Laura Cohen  
Sophomore Class Board: Katy Hauck, Scott Mackey  
Junior Class Board: Suzie Santiago  
Senior Class Board: Sharon Price, Jennifer Hawkins

## **Honors**

National Honor Society: Gerry Sansone, Chris McOmber  
Tri-M Music Honor Society: Nick Juknelis

## **Publications**

Literary Magazine: Jennifer Gira  
Newspaper: Carolyn Wagner  
Yearbook: Karen Marchand

## **PARENT ORGANIZATIONS**

### **Bear Booster Club**

The Bear Booster Club is an organization dedicated to providing financial and organizational support to all student groups at the high school. In past years the organization has provided funds for the Drama Club, art projects, the football scoreboard, and the student bookstore.

### **Athletic Booster Clubs**

Corner Kick Club  
Pom-Pon Boosters  
Quarterback Club  
Spirit Boosters

### **Athletic Advisory Committee**

The Athletic Advisory Committee is comprised of two parents of athletes from each level and two or three student athletes from each grade level, the Athletic Director, an Administrator, and teachers/coaches. This committee meets quarterly to discuss, review and evaluate the extra curricular code of conduct.

## **EXTRA-CURRICULAR GUIDELINES**

### **PURPOSE**

To establish continuity and ensure consistency of philosophy, attitude and programming in school extra-curricular events (athletics and activities) for administration, coaches, student participants and the community.

### **STATEMENT**

The extra-curricular program is an integral part of Community Unit School District #95 and Lake Zurich High School. As such, it will be conducted in harmony with and in subjection to the general educational policy and mission statements of CUSD #95 and Lake Zurich High School in a manner that expresses equity and fair play.

### **INTENTION**

To foster on-going communications between community, schools, administration, teachers, students, coaches, sponsors, and parents throughout District #95.

To establish measurable, comprehensive and consistent criteria for evaluation of student extra-curricular participants, coaches, sponsors and programs while encouraging innovation, participation and creativity.

## **PRINCIPLE OBJECTIVES**

- I. Develop extra-curricular participants who understand good sportsmanship and sense of fair play.
- II. Offer various levels of student participation in a variety of sports and extra-curricular endeavors.
  - A. Participation in Varsity sports and/or activities is a privilege.
  - B. Interscholastic competition on Junior Varsity, Sophomore and Freshman teams and/or activities provide instruction, skill development and participation at various levels. It is understood that talent, commitment and eligibility may limit team size.
  - C. Intramurals provide recreational sports and a venue for broader participation.
  - D. Availability of coaching staff, sponsors and funding may limit team and/or extra-curricular activity size.

## **POLICIES AND PRACTICES**

### **LZHS Administration**

- Will endorse and support the extra-curricular programs as another venue for accomplishing the educational mission of CUSD #95 and Lake Zurich High School.
- Will seek to offer opportunities for all student extra-curricular participants in their field of sport or activity at various levels of participation according to the availability of staff, funding and facilities.
- Will support and encourage continuing education and training for coaching staff as well as extra-curricular activity sponsors through coaching clinics/seminars with available funding.
- Will endeavor to provide adequate staffing to ensure the safety of all student extra-curricular participants.

### **LZHS Head Coaches/Sponsors**

- Are responsible for creating, defining, clearly articulating and implementing a comprehensive program to all coaching staff, student extra-curricular participants and parents.
- Are responsible for creating an atmosphere of mutual respect between administration, coaches, sponsors, student-participants and parents with coaches and sponsors providing the positive role models. Lines of communication should be well defined at pre-season parent meetings. As part of the role model responsibility, coaches and/or sponsors will invite input from parents and administer all rules in a fair and consistent manner. If there is a breakdown of communication between the coach/sponsor and parent or student, a non-confrontational approach works best. Parents and/or students should discuss the matter with coach/sponsor at a time that is convenient for both. If the issue remains unresolved, the athletic director is the next point of contact. He or she will attempt to resolve the difference of opinion in an expeditious manner. If there is disagreement and/or dissatisfaction, the coach/sponsor, parent, student, and/or athletic director will remand the issue to the building principal for final resolution.
- Are responsible for the consistent application of the program including enforcement of athletic and academic standards for eligibility.
  1. The program will include communication with Middle School extra-curricular programs.
  2. The program will give direction, instruction, focus, logical order and continuity to all coaching staff/sponsors, student extra-curricular participants and parents for all grade levels.
  3. The program will include consistent and measurable goals, expectations, and standards.

4. The program will include long- and short-range goals for all levels.
  - Will have regular meetings with coaching staff, assistant sponsors, and team leaders, giving consideration to input and attempting to reach decisions in a collaborative manner.
  - Will conduct a meeting with student extra-curricular participants and their parents before each season to ensure that there are clear written and oral communications regarding all objectives and goals, rules of the extra-curricular event, and policies including but not limited to: academic standing, behavior, substance abuse, attendance, expectations, team size and playing time.
  - Will support the entire LZHS extra-curricular program:
    1. Encouraging students to participate in other sports if they have been cut from a team.
    2. Encouraging team members to support all other student-athletes in their field of sport.

### **Coaching Staff/assistants/extra-curricular sponsors**

- Will contribute to the development and implementation of the program created by the head coach. It is understood that personal style, innovations and creativity are encouraged within the scope of the over-all program.
- All coaches and/or sponsors will strive to be role models to the extra-curricular participants in their program in the areas of appropriate language, behavior, respect and sportsmanship.
- All coaches will enforce the policies of the extra-curricular philosophy statement.

### **Student Extra-Curricular Participants**

- Lake Zurich High School has established high and exacting standards for students who participate in extra-curricular athletic and activity events. Student extra-curricular participants are expected to attend and pass all classes. Passing is considered to be a grade higher than an F.
- Absence from practices, meetings, or games may interrupt the extra-curricular participant's progress and participation.
- Will exhibit good sportsmanship in all situations.
- Will understand that the extra-curricular season extends to all play-offs and subsequent competitions.
- Will understand that teams may be limited in size and are selected on the basis of talent, commitment and eligibility.
- Will be supportive of all extra-curricular participants in their field of interest and/or sport.
- An atmosphere of mutual respect between administration, coaches, student-athletes and parents will be maintained.
- Will sign anti-substance abuse pledge card at a pre-season meeting which will be in effect during the student's enrollment at LZHS. If students violate their pledge, they will be subject to discipline policies found in the parent/student handbook as well as the extra-curricular handbook.
- Development of a "Code of Honor" is a worthy goal for all extra-curricular participants. Infractions of the extra-curricular philosophy should be reported as the part of the "Code of Honor".
- Violations by the extra-curricular participant will be treated the same whether they are "on or off" school grounds.

### **Parents of extra-curricular participants**

- Will attend pre-season meeting with extra-curricular participant and coaches and sign the Anti-Substance Abuse Pledge card.
- Will re-sign the anti-substance card yearly.
- Will encourage and support extra-curricular participants academically and athletically.
- Will understand that the extra-curricular participant must be present at meetings, practices and games in order to compete and excel. Absences during the season may interrupt the extra-curricular participant's progress and participation.

- An atmosphere of mutual respect between administration, coaches, student-athletes and parents will be maintained.
- A post-season feedback form will be available to parents to provide comments and suggestions.

## **WARNING OF INHERENT DANGERS**

There have been many improvements made in protective equipment to reduce injuries in competitive interscholastic sports. Over the years there have been many rule changes, changes in coaching techniques, advances in sports medicine – all for the purpose of decreasing injuries.

It is important, however, for you to know that injuries do occur, particularly in full contact sports such as football and wrestling, and that some of these injuries can be catastrophic. Catastrophic means permanent, serious injury such as total paralysis, partial paralysis and even death. It is possible for this to happen to participants and it is important for student/athletes and parents to fully understand this before the sport begins.

## **SPORTSMANSHIP**

LZHS is committed to continually improve sportsmanship each year, and we would like you to join us. If all of us associated with interscholastic sports and activity programs will commit to doing what we can to improve sportsmanship we can make a difference.

One of the first things we need to do is make sure we keep interscholastic competition in proper perspective. The primary goal of LZHS and IHSA sponsored activities is to enhance the educational experience for young men and women in ways that cannot be duplicated in the classroom. Through activities we can help young people appreciate diversity, understand that preparation and diligence are keys to success, build self-esteem, learn to be part of a solution rather than part of a problem, and much more. But to do so we must first understand that the vast majority of our high school students will not compete in interscholastic competition after high school and even fewer will make a living as professional athletes. We should not see our role as preparing student/athletes for college athletics or professional careers, rather we should see our role as preparing them for life. Extra-curricular programs can help teach skills that will last a lifetime.

## **COACHES:**

- Be good role models.
- Teach the values associated with good sportsmanship. Establish guidelines that both promote and reward good sportsmanship. Help participants and other understand their sportsmanship responsibilities.
- Display modesty in victory and graciousness in defeat.
- Respect the judgment of officials.

## **FANS:**

- Positively support your team. Do not taunt or show a lack of respect for the opponents.
- Respect officials and the difficulty of their task.
- Comply with local regulations concerning conduct at all home and away activities.
- Remember that the contest is a learning experience for the young men and women involved and mistakes will happen.
- Don't forget that a ticket to a contest is a privilege to observe a contest and not a license to be obnoxious.
- Encourage other fans to be positive in their support for their team.

## **PARTICIPANTS:**

- Understand it is a privilege to represent your school.
- Respect your opponents. Treat them the way you would like to be treated as a guest or a friend.
- Learn and know the rules of your game.
- Respect the integrity and judgment of game officials. They are doing their best to ensure a fair contest.
- Display modesty in victory and graciousness in defeat.
- Encourage your teammates and fans to practice the principles of good sportsmanship.

In all interscholastic contests playing by the rules is important in establishing and maintaining good sportsmanship. Adhering to the “spirit” of the rule as well as the “letter” of the rule will help administrators, coaches, fans, participants, and officials **do the right thing** when it comes to sportsmanship. Let’s have a great year!

## **SAFEGUARDING EXTRA-CURRICULAR ELIGIBILITY**

As a participant in interscholastic competition conducted under the auspices of the Illinois High School Association (IHSA), students will be expected to follow certain rules and regulations. Local school rules and conference rules are also added to help ensure that participation and competition can be a profitable educational experience. The principal of our school is responsible for certifying the eligibility of all students representing the school. Any question concerning eligibility must be answered by the principal. A complete copy of all IHSA eligibility rules and due process procedures is maintained by the Athletic Director and is outlined toward the end of this handbook.

In order to participate in interscholastic competitions or practices, an athlete must have:

- On file an IHSA medical examination card,
- A signed waiver and release of all claims,
- All fees paid,
- All equipment from previous season turned in.

It is extremely important that students review the material contained in the school rules, regulations, and expectations along with the conference and IHSA rules.

## **PHYSICAL EXAMINATION**

Each student participating in an athletic program must have on file with the Athletic Director’s office a current physical examination card. The examination must have occurred after June 15 of that school year. Each student must also have on file an insurance waiver or school insurance. Both must be presented prior to the issuance of equipment or any initial practice.

## **ACADEMIC RESPONSIBILITIES**

In addition to the IHSA Eligibility Rules regarding scholastic standing, students need to understand that their first and most important function in school is to successfully complete all of their course work. Student participation in extra-curricular activities may be rescinded at any time by parental request. In addition, whereas academic commitments are clearly more important than extra-curricular commitments, students will not be excused from practices or contests because of homework. If an extra-curricular commitment is interfering with a student/athlete’s ability to be academically successful, then the extra-curricular commitment should be eliminated.

**FINAL EXAM WEEK:** Winter sports teams in session during final exam week that are active in regularly scheduled conference contests will be allowed to practice a maximum of 90 minutes each day of final exam week. Student/athletes will have plenty of time outside of practice to prepare for their exams and will be expected to fully participate. This practice is common among other conference and suburban high schools.

## **ATTENDANCE IN SCHOOL/PARTICIPATION IN ACTIVITIES**

In addition to the IHSA Eligibility Rules regarding attendance, any student who participates in any extra-curricular practice, game, contest, or event must be in attendance for a minimum of four (4) academic classes on the day of participation. Physical Education does count as an academic class. Any violation of this section will result in a one-contest suspension. Repeated offenses will result in dismissal from the team or group.

When an athlete is absent from school he/she may not participate in any extra-curricular activity that day. This is done primarily as a safety factor for the athlete as well as the school. Pre-approval by the Athletic Director is an exception. The general procedure to be followed is:

1. If an athlete is absent (on the daily absentee list) and does meet for four (4) class requirements, he/she must get written permission from the Athletic Director to participate in the activity. A note from home is NOT sufficient to permit participation.
2. It remains the responsibility of the student to present written evidence of mitigating circumstances which justify such a request. Failure to do so means that the athlete cannot participate in the activity on that day.
3. It should be the responsibility of the coach to secure the absence list so as to check persons on their squads who were absent that particular day.

**If a student is suspended from school for disciplinary reasons, he or she may not participate in nor attend any practice, game, contest, or event beginning the day the infraction occurs until the student is allowed to return. In the event of 4 or more periods of unexcused absences in a given school day, the student will be suspended from participating in a regularly scheduled contest that will be determined by the Athletic Director.**

## **ELIGIBILITY**

Lake Zurich High School has in place the "No Pass/No Play" policy. On the third week of each semester academic eligibility begins. Information is gathered Wednesday of each week and is reported to Sponsors/Coaches on Thursday. Ineligibility begins the following Monday and continues through Sunday. During this period any student participating in an activity receiving a grade of "F" must attend three study sessions and may practice with the team, but may NOT participate in competition/performances. Students participating in an activity receiving two or more D's must attend three study sessions and may participate in practice and competition/performances. If a student does not participate in all of the required study sessions they will be declared ineligible regardless of their current academic grades. After a student has been on the ineligibility list for three continuous weeks, they must meet with the Athletic Director/Coach and Teacher to determine whether they will continue to participate on the team. If a student is deemed ineligible for any reason, they will not dress in uniform for any competition, but will sit with the team.

## **YOU MUST PRACTICE IF YOU WANT TO PLAY**

Students are expected to be at every practice, game, or event unless properly excused by the parent or coach/sponsor. **Policies governing whether an absence is considered excused are outlined in the attendance section of the Parent-Student Handbook.**

Examples of unexcused absences include working, oversleeping, missing a bus, car problems and hair appointments. One (1) unexcused practice, game or event will result in a suspension of one additional game, contest or event. Two (2) unexcused practices, games, or events will result in an additional two game suspension. The third unexcused practice will result in dismissal from the team or group.

As stated in our extra-curricular philosophy: “It is important to note that in this competitive environment, the quantity of playing time is correlated to the skills and abilities of the players. Equally important is the drive and dedication that players exhibit during practices and contests. Students cannot expect to play in contests if they do not fully participate in practices.” **If a parent/guardian chooses to excuse his/her son or daughter from practices for any reason, the quantity of playing time in contests will be significantly impacted.** The amount of participation time affected by absences will be determined by the coach or sponsor.

## **DROPPING A SPORT**

No student who is dropped from one squad for disciplinary reasons, or who “quits,” shall be eligible to compete in another sport for that particular season without permission from the dropped sport coach, incoming sport coach, and Athletic Director. However, any student who is “cut” may participate in another sport during the same season, but must be cleared by the Athletic Director.

## **REFUNDING OF FEES**

A full refund of fees for extra curricular activities will only be made if a student is dropped or withdraws from a team or group before the first contest, game, or event.

## **LOCKER ROOMS**

Each student must use only the locker assigned to him or her and must keep it in good order. It is the student’s responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both interior and exterior, are the student’s responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary action may be assessed for locker damage.

Lockers are the property of the school. **The school is not responsible for the replacement of property missing from lockers.** School officials reserve the right of owner access to lockers at any time. Random locker searches will be conducted throughout the building once a month. These locker searches will be on-going and systematic. A search of a student’s personal property or locker may also be conducted by a member of the high school staff if there is a reasonable suspicion that there is anything in the student’s possession that is contrary to health, safety, education, and good order. Refusal of the search by the student will be considered as gross disobedience to school rules and regulations and will result in immediate suspension: and referral to the Board of Education for consideration for expulsion. Materials discovered in the search may be confiscated and used as evidence in school-related investigations.

## ATHLETIC TEAMWEAR

- All athletic uniforms or teamwear worn to school must meet all aspects of the standard school dress code.

## ATHLETIC TEAM BUS PROCEDURE

- Athletes must ride the bus provided to the contest (If a student does not ride the bus they will not be eligible to participate in the competition/performance, unless prior arrangements have been made. If prior arrangements have been made, their parent may drive the student to the competition/performance). A coach may give permission for an athlete to ride home with his/her parents only following a competition/performance.
- Athletes are not to enter the bus with cleats on. Dirty shoes should be cleaned outside the bus.
- Athletes are to enter or exit the bus through the front door only, not the rear emergency door.
- Athletes are not to board the bus unless the coach is ready to go.
- Except in inclement weather, team meetings are to be held outside the bus.
- Food may be consumed on the bus with permission of the coach/sponsor.
- Athletes are required to pick up all garbage on the bus.
- Athletes who misbehave on the bus will be subject to disciplinary action based upon their personal conduct.
- Athletes will be ready to depart from school at the assigned time.

## AWARDS

A student must complete the season in good standing in order to receive an athletic award. Completing the season includes being a member of the team through all pos-season contests.

**Freshman Numerals:** Freshman, numerals are given only to students who participate in and complete a freshman activity. Only one set of numerals is given per student; if a student is in more than one activity, a certificate of completion will be awarded.

**Sophomore Letter:** The Sophomore Letter is given only to 10th graders who participate in and complete a sophomore activity. Along with each letter received, students will receive an activity pin along with a certificate of completion. Only one letter is given to sophomores who complete multiple activities.

**Varsity Letter:** A Varsity Letter is given to students who have achieved varsity recognition in the activity according to the standards set up for that activity. Along with each letter received, students will receive an activity medallion for first year varsity participation and a golf bar for subsequent years of participation.

## IF YOU HAVE A PROBLEM WITH A COACH

1. A non-confrontational approach works best. Discuss the matter with him or her at a time that is convenient for both of you.
2. If the matter remains unresolved, make an appointment with the A.D.
3. If you are still dissatisfied with the resolution, make an appointment to see the building Principal.

## DISCIPLINARY PROCEDURES

If a student/athlete is reported for an infraction of school rules **during the regular school day**, the matter will be dealt with accordingly by the Dean of Students in charge of student discipline. Sanctions placed on the student may impact the athlete's participation time in practices or contests.

**If a student is suspended from school** for disciplinary reasons, he or she may not participate in nor attend any practice, game, contest, or event beginning the day the infraction occurs until the student is allowed to return.

Violations of school rules by student/athletes **outside of the regular school day**, such as during practices and contests, on the bus to contests or while waiting for rides, will be dealt with by the coach and/or Athletic Director.

The Athletic Code identifies expectations of acceptable behavior and outlines the general consequences which will occur when the standards are not met. As in any set of expectations, it is not possible to specify every conceivable situation. Thus, the student participating in extra curricular activities may be disciplined for unacceptable conduct even if such conduct or disciplinary sanctions are not specified.

## **CATEGORY ONE**

Category One involves misbehavior on the part of the student/athlete that in some way interferes with a coaches ability to effectively instruct or supervise his/her team, violates normal rules, or disrupts the orderly operation of the sport program. Examples include but are not limited to:

- Disrespect or insubordination toward a player, coach, administrator or official
- Harassment/Hazing/Racial Slur/Intimidation of other players
- Presence in an unauthorized area of the building
- Acts of unsportsmanlike conduct such as fighting, spitting or swearing during practices or contest
- Missing an assigned school detention
- Roughhousing which leads to minor vandalism of school property
- Violations of individual team/organization rules and regulations as outlined by the coach or sponsor
- Vandalism to personal or residential property including, but not limited to, things such as defacement or destruction to property
- Theft
- Any student who is a member of a Lake Zurich High School Athletic Team is prohibited from engaging in any other conduct during the year, either on or off school grounds, at any time that does not meet the ideals for good character, citizenship, leadership, and sportsmanship
- Any Second Referral

The consequences that will be considered include any one or more of the following:

- Suspension from participation in a minimum of one (1) contest, meeting, play, presentation, and/or event
- Community service through an approved government agency
- Social probation (as defined in the student handbook). Athletes on social probation will not be allowed to attend practices and games or compete during the probation period.
- Deans Office referral
- Conference with Athletic Director/Administrator
- Suspension from all extra-curricular activities for up to one (1) calendar year

## **CATEGORY TWO**

Category Two involves misbehavior on the part of the student/athlete that endangers the health or safety of self and/or others. Many of these infractions may be criminal. Examples include but are not limited to:

- Second referral of any offense
- Fighting
- Use, ticketed, admission, observation by staff member, proof of and/or possession of any tobacco products

- Abuse and/or possession of prescription drugs
- Involvement in two or more fights
- Referral by law enforcement agencies regarding substance abuse in which legal charges have been filed
- Referral by law enforcement agencies regarding a misdemeanor violation of civil or criminal laws in which legal charges have been filed
- Violations of individual team/organization rules and regulations as outlined by the coach or sponsor
- Vandalism to personal or residential property including, but not limited to, things such as defacement or destruction to property
- Theft
- Any student who is a member of a Lake Zurich High School Athletic Team is prohibited from engaging in any other conduct during the year, either on or off school grounds, at any time that does not meet the ideals for good character, citizenship, leadership, and sportsmanship

The consequences that will be considered include any one or more of the following:

- Social Probation (as defined in the Student Handbook) shall be for two months. Athletes on social probation will not be allowed to attend practices and games or compete during the probation period
- Suspension for up to 50% of the remaining scheduled contests, plays, meetings, presentations or events in that activity. Tournaments, multiples, invitationals, and double-headers count as one contest at the participant's level of competition
- Community service through an approved government agency
- Deans office referral
- Conference with Athletic Director/Administrator
- Suspension from all extra-curricular activities for up to one (1) calendar year

A tobacco related sanction may be reduced in half if the student/athlete enrolls and completes the smoking/tobacco health, awareness seminar arranged with Omni approved by the Athletic Director and paid for by the parents.

### **CATEGORY THREE**

Category Three involves misbehavior that may be criminal and is serious enough to require administrative action that may result in the immediate removal of the student from school, the possible intervention of law enforcement agencies and possible action by the Board of Education. Examples include but are not limited to:

- Any Second Referral
- Use, ticketed, sale, admission, observation by staff member, proof of purchase, and/or possession of alcohol, illegal drugs, non-prescriptive drugs, and/or other illegal substances or their look-alikes. This includes anything not sanctioned by custom or law; unlawful as defined in the Illinois Compiled Statutes Controlled Substance Act (Schedule I through IV)
- Use, ticketed, sale, admission, observation by staff member, proof of purchase, and possession of alcohol/illicit drugs, non-prescriptive drugs and/or other illegal substances or their look-alikes at a school event shall eliminate any consideration for reduction in penalties
- Attendance or being at a party where alcohol/illegal drugs are present will be considered as possession
- Hosting a party where alcohol/illegal drugs are present and consumed by minors
- Use, ticketed, sale, purchase and/or possession of drug paraphernalia, dangerous weapons, explosives, and/or look-alikes

- Vandalism to personal or residential property including, but not limited to, things such as defacement or destruction to property
- Theft
- Involvement in two or more fights
- Fighting
- Arson
- Sending and/or setting a false fire alarm
- Misuse of fire equipment
- Violence or threats of violence against teachers or other school personnel
- Gang-related activity
- Possession or distribution of material deemed to be inappropriate
- Violations of individual team/organization rules and regulations as outlined by the coach or sponsor
- Any student who is a member of a Lake Zurich High School Athletic Team is prohibited from engaging in any other conduct during the year, either on or off school grounds, at any time that does not meet the ideals for good character, citizenship, leadership, and sportsmanship

The consequences that will be considered include any one or more of the following:

- Social Probation (as defined in the Student Handbook). Athletes on social probation will not be allowed to attend practices and games or compete during the probation period
- Suspension from participation in all extra curricular activities for up to one year. (Participation and completion of the Lake Zurich High School Substance Abuse Education Program will carry consideration for a reduction in consequences)
- Suspension for up to 50% of the remaining scheduled contests, plays, meetings, presentations or events in that activity. Tournaments, multiples, invitationals, and doubleheaders count as one contest at the participant's level of competition. (Participation and completion of the Lake Zurich High School Substance Abuse Education Program will carry consideration for a reduction in consequences)
- Suspension for drugs/alcohol will be 6 months from all extra-curricular activities. (Participation and completion of the Lake Zurich High School Substance Abuse Education Program, Pathways, will carry consideration for a reduction in consequences).
- Two months of social probation
- Out of season athletes will receive a suspension of 20% of their next athletic season
- Community Service through an approved government agency
- Deans Office referral
- Conference with Athletic Director/Administrator

## PLEASE NOTE

These policies will be in effect twelve months of the year. If a violation of these policies takes place out of season, the sanctions will begin the next season of participation. The Athletic Director and/or Dean of Students will investigate all allegations of violations of the above mentioned policies and parents should direct all appeals to him or her.

**These policies are meant to supplement team/organization rules and regulations and are applicable to all extra curricular activities.**

Admission to any infraction in Category 1, 2, or 3 to the Athletic Director or Coach by voluntary means shall carry a consideration for a reduction of the Code of Conduct consequences. (Voluntary admission may not be used by a student if the rule infraction is already known to the school and/or authorities)

## **SUBSTANCE ABUSE PACTS FOR STUDENT ATHLETES, EXTRA CURRICULAR PARTICIPANTS, AND THEIR PARENTS**

Athletes, extra curricular participants and their parents attend mandatory pre-season informational meetings covering Athletic/Activity Department guidelines on drug and alcohol usage during the student athlete's sports/extra curricular season. Both parents and students will be required to sign Code of Conduct Pledge Cards which will be kept on file in the Athletic Director's Office. Violations of this pledge by the student athlete and/or extra curricular participant will result in immediate removal from the team/activity, as well as being subject to the provisions of the Parent/Student Handbook.



## Illinois High School Association

(For 2008-09 School Term)  
(Revised 3/15/08)

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

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

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not

in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

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

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed

## Athletic Eligibility Rules—Page 2

guardian and you continue to pay tuition as a high school student in that same district; or

- C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- E. You attend the private/parochial high school which one or both of your parents attended; or
- F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
  - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
  - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

## Athletic Eligibility Rules—Page 3

- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
5. **Age**  
You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.
6. **Physical Examination**  
You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.
7. **Amateur Status**
- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
8. **Recruiting of Athletes**
- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.  
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.
9. **School Team Sports Seasons**
- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date.

## Athletic Eligibility Rules—Page 4

This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

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

### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may

participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:

1. the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

### 12. Coaching Schools

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
1. You may not attend a coaching school, camp or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar (August 3, 2008).
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

### 13. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of  
**IHSA By-laws and Policies**  
is available at [www.ihsa.org](http://www.ihsa.org).





## **IHSA Steroid Testing Policy**

### **Consent to Random Testing**

In January 2008, the Illinois High School Association's Board of Directors approved a plan developed by the IHSA's Sports Medicine Advisory Committee to implement random testing for steroids and performance-enhancing dietary supplements of teams and individuals qualifying for state finals competition.

Beginning with the 2008-09 school term, any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.

By signing below, we consent to random testing in accordance with the IHSA's steroid testing policy. We understand that, if the student or the student's team participates in state series competitions, the student may be subject to testing for banned substances.

No student-athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing.

A complete list of the current IHSA Banned Drug Classes can be accessed at  
[http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA\\_banned\\_list-2007-08.pdf](http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_list-2007-08.pdf).

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Signature of student-athlete

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Date

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Signature of parent/guardian

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Date







*Thursday*

*Friday*

*Saturday/Sunday*

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**31**

# September 2008

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>1</b>	<b>2</b>	<b>3</b>
<b>8</b>	<b>9</b>	<b>10</b>
<b>15</b>	<b>16</b>	<b>17</b>
<b>22</b>	<b>23</b>	<b>24</b>
<b>29</b>	<b>30</b>	

*Thursday*

*Friday*

*Saturday/Sunday*

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# October 2008

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
		<b>1</b>
<b>6</b>	<b>7</b>	<b>8</b>
<b>13</b>	<b>14</b>	<b>15</b>
<b>20</b>	<b>21</b>	<b>22</b>
<b>27</b>	<b>28</b>	<b>29</b>

*Thursday*

*Friday*

*Saturday/Sunday*

		<b>4</b>
<b>2</b>	<b>3</b>	<b>5</b>
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		<b>18</b>
<b>16</b>	<b>17</b>	<b>19</b>
		<b>25</b>
<b>23</b>	<b>24</b>	<b>26</b>
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*Thursday*

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*Saturday/Sunday*

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# December 2008

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>1</b>	<b>2</b>	<b>3</b>
<b>8</b>	<b>9</b>	<b>10</b>
<b>15</b>	<b>16</b>	<b>17</b>
<b>22</b>	<b>23</b>	<b>24</b>
<b>29</b>	<b>30</b>	<b>31</b>

*Thursday*

*Friday*

*Saturday/Sunday*

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*Thursday*

*Friday*

*Saturday/Sunday*

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		<b>10</b>
<b>8</b>	<b>9</b>	<b>11</b>
		<b>17</b>
<b>15</b>	<b>16</b>	<b>18</b>
		<b>24</b>
<b>22</b>	<b>23</b>	<b>25</b>
		<b>31</b>
<b>29</b>	<b>30</b>	









# April 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
		<b>1</b>
<b>6</b>	<b>7</b>	<b>8</b>
<b>13</b>	<b>14</b>	<b>15</b>
<b>20</b>	<b>21</b>	<b>22</b>
<b>27</b>	<b>28</b>	<b>29</b>

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<b>2</b>	<b>3</b>	<b>5</b>
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<b>16</b>	<b>17</b>	<b>19</b>
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<b>23</b>	<b>24</b>	<b>26</b>
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# June 2009

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>1</b>	<b>2</b>	<b>3</b>
<b>8</b>	<b>9</b>	<b>10</b>
<b>15</b>	<b>16</b>	<b>17</b>
<b>22</b>	<b>23</b>	<b>24</b>
<b>29</b>	<b>30</b>	

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*Friday*

*Saturday/Sunday*

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July 2008						
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August 2008						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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**Thursday, August 7**

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**Friday, August 8**

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**Saturday, August 9**

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**Sunday, August 10**

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July 2008						
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27	28	29	30	31		

August 2008						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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**Thursday, August 14**

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**Friday, August 15**

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**Saturday, August 16**

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**Sunday, August 17**

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July 2008						
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August 2008						
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24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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### Thursday, August 28

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### Friday, August 29

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### Saturday, August 30

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### Sunday, August 31

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**NOTES**

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**Monday, September 1**

Labor Day

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**Tuesday, September 2**

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**Wednesday, September 3**

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August 2008						
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24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**Thursday, September 4**

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**Friday, September 5**

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**Saturday, September 6**

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**Sunday, September 7**

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August 2008						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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### Thursday, September 11

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### Friday, September 12

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### Saturday, September 13

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### Sunday, September 14

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August 2008						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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### Thursday, September 18

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### Friday, September 19

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### Saturday, September 20

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### Sunday, September 21

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August 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**Thursday, September 25**

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**Friday, September 26**

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**Saturday, September 27**

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**Sunday, September 28**

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**September 2008**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October 2008**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2008**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Thursday, October 2**


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**Friday, October 3**


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**Saturday, October 4**


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**Sunday, October 5**


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**September 2008**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October 2008**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November 2008**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Thursday, October 9**


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**Friday, October 10**


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**Saturday, October 11**


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**Sunday, October 12**


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September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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### Thursday, October 23

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### Friday, October 24

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### Saturday, October 25

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### Sunday, October 26

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October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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**Thursday, November 6**

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**Friday, November 7**

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**Saturday, November 8**

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**Sunday, November 9**

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October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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## Thursday, November 13

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## Friday, November 14

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## Saturday, November 15

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## Sunday, November 16

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October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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**Thursday, November 20**

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**Friday, November 21**

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**Saturday, November 22**

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**Sunday, November 23**

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November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**Thursday, December 4**

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**Friday, December 5**

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**Saturday, December 6**

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**Sunday, December 7**

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November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**Thursday, December 11**

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**Friday, December 12**

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**Saturday, December 13**

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**Sunday, December 14**

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November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**Thursday, December 18**

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**Friday, December 19**

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**Saturday, December 20**

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**Sunday, December 21**

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November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Thursday, December 25**

Christmas

**Friday, December 26**

**Saturday, December 27**

**Sunday, December 28**













**NOTES**

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**Monday, January 19**

Martin Luther King Jr. Day

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**Tuesday, January 20**

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**Wednesday, January 21**

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December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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**Thursday, January 22**

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**Friday, January 23**

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**Saturday, January 24**

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**Sunday, January 25**

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January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, February 5**

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**Friday, February 6**

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**Saturday, February 7**

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**Sunday, February 8**

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January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, February 12**

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**Friday, February 13**

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**Saturday, February 14**

Valentine's Day

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**Sunday, February 15**

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January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, February 19**

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**Friday, February 20**

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**Saturday, February 21**

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**Sunday, February 22**

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March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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### Thursday, April 2

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### Friday, April 3

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### Saturday, April 4

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### Sunday, April 5

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March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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**Thursday, April 16**

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**Friday, April 17**

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**Saturday, April 18**

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**Sunday, April 19**

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March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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**Thursday, April 23**

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**Friday, April 24**

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**Saturday, April 25**

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**Sunday, April 26**

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April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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**Thursday, May 7**

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**Friday, May 8**

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**Saturday, May 9**

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**Sunday, May 10**

Mothers' Day

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April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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**Thursday, May 14**

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**Friday, May 15**

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**Saturday, May 16**

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**Sunday, May 17**

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April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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**Thursday, May 21**

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**Friday, May 22**

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**Saturday, May 23**

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**Sunday, May 24**

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**NOTES**

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**Monday, May 25**

Memorial Day

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**Tuesday, May 26**

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**Wednesday, May 27**

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May 2009						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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### Thursday, June 11

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### Friday, June 12

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### Saturday, June 13

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### Sunday, June 14

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# Periodic Table of the Elements

Atomic Number	Symbol of the Element	Element Name
1	H	Hydrogen
2	He	Helium
3	Li	Lithium
4	Be	Beryllium
5	B	Boron
6	C	Carbon
7	N	Nitrogen
8	O	Oxygen
9	F	Fluorine
10	Ne	Neon
11	Na	Sodium
12	Mg	Magnesium
13	Al	Aluminum
14	Si	Silicon
15	P	Phosphorus
16	S	Sulfur
17	Cl	Chlorine
18	Ar	Argon
19	K	Potassium
20	Ca	Calcium
21	Sc	Scandium
22	Ti	Titanium
23	V	Vanadium
24	Cr	Chromium
25	Mn	Manganese
26	Fe	Iron
27	Co	Cobalt
28	Ni	Nickel
29	Cu	Copper
30	Zn	Zinc
31	Ga	Gallium
32	Ge	Germanium
33	As	Arsenic
34	Se	Selenium
35	Br	Bromine
36	Kr	Krypton
37	Rb	Rubidium
38	Sr	Strontium
39	Y	Yttrium
40	Zr	Zirconium
41	Nb	Niobium
42	Mo	Molybdenum
43	Tc	Technetium
44	Ru	Ruthenium
45	Rh	Rhodium
46	Pd	Palladium
47	Ag	Silver
48	Cd	Cadmium
49	In	Indium
50	Sn	Tin
51	Sb	Antimony
52	Te	Tellurium
53	I	Iodine
54	Xe	Xenon
55	Cs	Cesium
56	Ba	Barium
57	*La	Lanthanum
58	Ce	Cerium
59	Pr	Praseodymium
60	Nd	Neodymium
61	Pm	Promethium
62	Sm	Samarium
63	Eu	Europium
64	Gd	Gadolinium
65	Tb	Terbium
66	Dy	Dysprosium
67	Ho	Holmium
68	Er	Erbium
69	Tm	Thulium
70	Yb	Ytterbium
71	Lu	Lutetium
72	Hf	Hafnium
73	Ta	Tantalum
74	W	Tungsten
75	Re	Rhenium
76	Os	Osmium
77	Ir	Iridium
78	Pt	Platinum
79	Au	Gold
80	Hg	Mercury
81	Tl	Thallium
82	Pb	Lead
83	Bi	Bismuth
84	Po	Polonium
85	At	Astatine
86	Rn	Radon
87	Fr	Francium
88	Ra	Radium
89	*Ac	Actinium
90	Th	Thorium
91	Pa	Protactinium
92	U	Uranium
93	Np	Neptunium
94	Pu	Plutonium
95	Am	Americium
96	Cm	Curium
97	Bk	Berkelium
98	Cf	Californium
99	Es	Einsteinium
100	Fm	Fermium
101	Md	Mendelevium
102	No	Nobelium
103	Lr	Lawrencium
104	Rf	Rutherfordium
105	Ha	Hassium
106	Sg	Seaborgium
107	Bh	Bohrium
108	Hs	Hassium
109	Mt	Moscovium
110	Uun	Ununium
111	Uuu	Ununium
112	Uub	Ununium
113	Uut	Ununium
114	Uuq	Ununium
115	Uuh	Ununium
116	Uuq	Ununium
117	Uuh	Ununium
118	Uuo	Ununium

Group IA (excluding Hydrogen) Comprises the Alkali metals.  
 Group IIA comprises the alkaline-earth metals.  
 Group IIIA through VIIA comprises the Nonmetals.  
 Group VIIIA comprises the noble gases.

Transition Metals



\*Lanthanide Series

# Actinide Series

VIIIA

IIIA IVA VA VIA VIIA

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# 2008

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							APRIL							JULY							OCTOBER						
		1	2	3	4	5			1	2	3	4	5			1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12	6	7	8	9	10	11	12	6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30				27	28	29	30	31				27	28	29	30	31	
FEBRUARY							MAY							AUGUST							NOVEMBER						
						1	2						1	2	3						1	2					1
3	4	5	6	7	8	9	4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29		25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29
MARCH							JUNE							SEPTEMBER							DECEMBER						
						1	1	2	3	4	5	6	7			1	2	3	4	5	6			1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	7	8	9	10	11	12	13	7	8	9	10	11	12	13
9	10	11	12	13	14	15	15	16	17	18	19	20	21	14	15	16	17	18	19	20	14	15	16	17	18	19	20
16	17	18	19	20	21	22	22	23	24	25	26	27	28	21	22	23	24	25	26	27	21	22	23	24	25	26	27
23	24	25	26	27	28	29	29	30						28	29	30					28	29	30	31			
30	31																										

# 2009

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							APRIL							JULY							OCTOBER						
					1	2	3					1	2	3	4						1	2	3				1
4	5	6	7	8	9	10	5	6	7	8	9	10	11	4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	12	13	14	15	16	17	18	11	12	13	14	15	16	17	18	11	12	13	14	15	16
18	19	20	21	22	23	24	19	20	21	22	23	24	25	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28	29	30	31	26	27	28	29	30			26	27	28	29	30	31	26	27	28	29	30	31		
FEBRUARY							MAY							AUGUST							NOVEMBER						
		1	2	3	4	5	6	7					1	2						1	2	3	4	5	6	7	
8	9	10	11	12	13	14	3	4	5	6	7	8	9	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	10	11	12	13	14	15	16	9	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	17	18	19	20	21	22	23	16	17	18	19	20	21	22	22	23	24	25	26	27	28
							24	25	26	27	28	29	30	23	24	25	26	27	28	29	29	30					
							31							30	31												
MARCH							JUNE							SEPTEMBER							DECEMBER						
		1	2	3	4	5	6	7					1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12	6	7	8	9	10	11	12
15	16	17	18	19	20	21	14	15	16	17	18	19	20	13	14	15	16	17	18	19	13	14	15	16	17	18	19
22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26	20	21	22	23	24	25	26
29	30	31					28	29	30					27	28	29	30				27	28	29	30	31		

# 2010

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							APRIL							JULY							OCTOBER						
					1	2						1	2	3							1	2	3				1
3	4	5	6	7	8	9	4	5	6	7	8	9	10	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	11	12	13	14	15	16	17	10	11	12	13	14	15	16	17	10	11	12	13	14	15
17	18	19	20	21	22	23	18	19	20	21	22	23	24	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	25	26	27	28	29	30		25	26	27	28	29	30	31	24	25	26	27	28	29	30
FEBRUARY							MAY							AUGUST							NOVEMBER						
		1	2	3	4	5	6						1								1	2	3	4	5	6	
7	8	9	10	11	12	13	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	9	10	11	12	13	14	15	15	16	17	18	19	20	21	14	15	16	17	18	19	20
21	22	23	24	25	26	27	16	17	18	19	20	21	22	22	23	24	25	26	27	28	21	22	23	24	25	26	27
28							23	24	25	26	27	28	29	29	30	31					28	29	30				
							30	31																			
MARCH							JUNE							SEPTEMBER							DECEMBER						
		1	2	3	4	5	6						1	2	3	4	5				1	2	3	4	5	6	7
7	8	9	10	11	12	13	6	7	8	9	10	11	12	5	6	7	8	9	10	11	5	6	7	8	9	10	11
14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	18	12	13	14	15	16	17	18
21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	22	23	24	25	19	20	21	22	23	24	25
28	29	30	31				27	28	29	30				26	27	28	29	30			26	27	28	29	30	31	



# Unit Conversions

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## English to Metric Conversions

<i>To Convert:</i>	<i>Multiply by:</i>	<i>To Find:</i>
<b>Area</b>		
square inches	6.4516	square centimeters
square feet	0.0929	square meters
square miles	2.5889	square kilometers
square yards	0.8361	square meters
acres	0.4047	hectares
<b>Length</b>		
inches	2.5400	centimeters
feet	0.3048	meters
yards	0.9144	meters
miles	1.6090	kilometers
<b>Mass and Weight</b>		
ounces	28.3500	grams
pounds	0.4536	kilograms
tons	0.9072	tonnes (metric)
pounds	4.4480	newtons (on earth)
<b>Volume</b>		
cubic inches	16.3900	cubic centimeters
cubic feet	0.0283	cubic meters
quarts	0.9464	liters
gallons	3.7850	liters

## Metric to English Conversions

<i>To Convert:</i>	<i>Multiply by:</i>	<i>To Find:</i>
<b>Area</b>		
square centimeters	0.1550	square inches
square meters	10.7600	square feet
square meters	0.3861	square miles
square kilometers	1.1960	square yards
hectares	2.4710	acres
<b>Length</b>		
centimeters	0.3937	inches
meters	3.2810	feet
meters	1.0940	yards
kilometers	0.6214	miles
<b>Mass and Weight</b>		
grams	0.0353	ounces
kilograms	2.2050	pounds
tonnes (metric tons)	1.1020	tons
newtons (on earth)	0.2248	pounds
<b>Volume</b>		
cubic centimeters	0.0610	cubic inches
cubic meters	35.3100	cubic feet
liters	1.0570	quarts
liters	0.2642	gallons

## **Temperature**

Fahrenheit to Celsius: subtract 32, then multiply by 5 and divide by 9.



# United States Presidents

No.	President	Party	Date of Term	Vice President
1	George Washington	Fed.	1789-1797	John Adams
2	John Adams	Fed.	1797-1801	Thomas Jefferson
3	Thomas Jefferson	Dem.-Rep.	1801-1805	Aaron Burr
4	James Madison	Dem.-Rep.	1805-1809	George Clinton
5	James Monroe	Dem.-Rep.	1809-1817	George Clinton
6	John Quincy Adams	Dem.-Rep.	1817-1825	Elbridge Gerry
7	Andrew Jackson	Dem.	1825-1829	Daniel D. Tompkins
8	Martin Van Buren	Dem.	1829-1833	John C. Calhoun
9	William Henry Harrison	Whig	1833-1837	John C. Calhoun
10	John Tyler	Whig	1837-1841	Martin Van Buren
11	James K. Polk	Dem.	1841-1845*	Richard M. Johnson
12	Zachary Taylor	Whig	1845-1849	John Tyler
13	Millard Fillmore	Whig	1849-1850*	George M. Dallas
14	Franklin Pierce	Dem.	1850-1853	Millard Fillmore
15	James Buchanan	Dem.	1853-1857	William R. King
16	Abraham Lincoln	Rep.	1857-1861	John C. Breckinridge
17	Andrew Johnson	Rep.	1861-1865	Hannibal Hamlin
18	Ulysses S. Grant	Nat. Union	1865-1865*	Andrew Johnson
19	Rutherford B. Hayes	Rep.	1865-1869	Richard M. Johnson
20	James A. Garfield	Rep.	1869-1873	Schuyler Colfax
21	Chester A. Arthur	Rep.	1873-1877	Henry Wilson
22	Grover Cleveland	Dem.	1877-1881	William A. Wheeler
23	Benjamin Harrison	Rep.	1881-1881*	Chester A. Arthur
24	Grover Cleveland	Dem.	1881-1885	Thomas A. Hendricks
25	William McKinley	Rep.	1885-1889	Levi P. Morton
26	Theodore Roosevelt	Rep.	1889-1893	Adlai E. Stevenson
27	William H. Taft	Rep.	1893-1897	Garret A. Hobart
28	Woodrow Wilson	Dem.	1897-1901	Theodore Roosevelt
29	Warren G. Harding	Rep.	1901-1905	Charles W. Fairbanks
30	Calvin Coolidge	Rep.	1905-1909	James S. Sherman
31	Herbert C. Hoover	Rep.	1909-1913	Thomas R. Marshall
32	Franklin D. Roosevelt	Dem.	1913-1921	Calvin Coolidge
33	Harry S. Truman	Dem.	1921-1923*	Charles G. Dawes
34	Dwight D. Eisenhower	Rep.	1923-1929	Charles Curtis
35	John F. Kennedy	Dem.	1929-1933	John N. Garner
36	Lyndon B. Johnson	Dem.	1933-1937	Henry A. Wallace
37	Richard M. Nixon	Rep.	1937-1941	Harry S. Truman
38	Gerald Ford	Rep.	1941-1945	Alben W. Barkley
39	James E. Carter	Dem.	1945-1945*	Richard M. Nixon
40	Ronald Reagan	Rep.	1945-1949	Lyndon B. Johnson
41	George Bush	Rep.	1949-1953	Hubert H. Humphrey
42	William J. Clinton	Dem.	1953-1961	Spiro T. Agnew
43	George W. Bush	Rep.	1961-1963*	Gerald R. Ford
			1963-1969	Nelson Rockefeller
			1969-1973	Walter Mondale
			1973-1974*	George Bush
			1974-1977	Dan Quayle
			1977-1981	Albert Gore
			1981-1985	
			1985-1989	
			1989-1993	
			1993-1997	
			1997-2001	
			2001- 2005	Richard B. Cheney
			2005-	

\*(Did not finish term)



# States and State Capitals

AL	Alabama	Montgomery	MT	Montana	Helena
AK	Alaska	Juneau	NE	Nebraska	Lincoln
AZ	Arizona	Phoenix	NV	Nevada	Carson City
AR	Arkansas	Little Rock	NH	New Hampshire	Concord
CA	California	Sacramento	NJ	New Jersey	Trenton
CO	Colorado	Denver	NM	New Mexico	Santa Fe
CT	Connecticut	Hartford	NY	New York	Albany
DE	Delaware	Dover	NC	North Carolina	Raleigh
FL	Florida	Tallahassee	ND	North Dakota	Bismarck
GA	Georgia	Atlanta	OH	Ohio	Columbus
HI	Hawaii	Honolulu	OK	Oklahoma	Oklahoma City
ID	Idaho	Boise	OR	Oregon	Salem
IL	Illinois	Springfield	PA	Pennsylvania	Harrisburg
IN	Indiana	Indianapolis	RI	Rhode Island	Providence
IA	Iowa	Des Moines	SC	South Carolina	Columbia
KS	Kansas	Topeka	SD	South Dakota	Pierre
KY	Kentucky	Frankfort	TN	Tennessee	Nashville
LA	Louisiana	Baton Rouge	TX	Texas	Austin
ME	Maine	Augusta	UT	Utah	Salt Lake City
MD	Maryland	Annapolis	VT	Vermont	Montpelier
MA	Massachusetts	Boston	VA	Virginia	Richmond
MI	Michigan	Lansing	WA	Washington	Olympia
MN	Minnesota	St. Paul	WV	West Virginia	Charleston
MS	Mississippi	Jackson	WI	Wisconsin	Madison
MO	Missouri	Jefferson City	WY	Wyoming	Cheyenne





