

# Township High School District 211

## New Endeavors

Parent / Student Handbook 2019-2020



**New Endeavors**  
**Higgins Education Center**  
**1030 W. Higgins Road**  
**Hoffman Estates, IL 60169-4200**  
**Phone: 847-755-6640**

**Township High School District 211**  
**G. A. McElroy Administration Center**  
**1750 South Roselle Road**  
**Palatine, IL 60067**  
**Phone: 847-755-6600**

*This handbook is intended to give parents and students an overview of the  
District 211 New Endeavors therapeutic day school.  
Each student's IEP reflects the services and goals  
that are provided on an individual basis.*

*Program Administrator ..... Jessica Orstead*

*Superintendent..... Daniel E. Cates*

**Township High School District 211  
Board of Education**

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If you require assistance while visiting District 211 New Endeavors, please contact the program administrator's office. For individuals who are deaf or hard of hearing, please access the following TTD/TTY telephone number: (847) 755-6654.



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# **DISTRICT 211 NEW ENDEAVORS PHILOSOPHY**

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## **DISTRICT 211 NEW ENDEAVORS MISSION STATEMENT**

The mission of New Endeavors is to establish a positive and supportive learning community in which the students will develop the academic, emotional and life skills to be successful in life beyond high school. We will facilitate the growth of positive peer and adult relationships, appropriate social skills, and the acceptance of personal responsibility for behaviors and choices. We expect that all members of the learning community will facilitate student transition into productive and constructive adulthood.

## **THERAPEUTIC SERVICES / SUPPORT**

New Endeavors students are provided therapeutic support each week through group and individual counseling. New Endeavors' school psychologist is available each school day to provide additional support as needed. During group sessions, students will discuss a variety of topics such as communication skills, problem solving, problem identification, self-regulation, social skills training, and goal setting.

## **GOALS AND OBJECTIVES**

The IEP team reviews each student's progress at conferences, which are scheduled as often as needed, but no less than once a year. In addition, the program includes the following goals:

- Maintain a safe learning environment that promotes and facilitates academic excellence.
- Help students develop positive adult and peer relationships.
- Promote positive behavior through the Positive Peer Culture program.
- Support students' emotional needs to facilitate effective classroom learning.
- Provide support to parents to promote academic achievement and school attendance.

## **PROGRAM PHILOSOPHY**

New Endeavors students will:

- Develop individual strengths
- Develop communication and social skills necessary to transition into the workplace or post-secondary education and training.
- Participate in a comprehensive educational program.

## **GENERAL INFORMATION**

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### **ATTENDANCE**

State law requires daily attendance at school. Success in school is linked closely with being in the classroom, joining in class discussion, and doing work on a regular basis. Only in the classroom can students take full advantage of classmates' ideas, teacher explanation of assignments, and other

material that enriches learning. There is no way to duplicate the classroom experience after a student has been absent. While daily attendance is required, students may occasionally miss school for the following reasons:

- Serious illness or death in the family (inform the school as soon as reasonably possible).
- Court appearance.
- Doctor or dental appointments.
- Pre-arranged college visits (must be made two days in advance).

**If one of these situations occurs, parent(s) / guardian(s) should call Higgins Education Center at 847-755-6640 by 7:30 a.m. Please leave a message on the recording if necessary. The program administrator or designee will determine whether or not an absence is to be excused.**

Parents are urged to schedule doctor/dentist appointments after 3:15 P.M. or on non-attendance school days. Work hours for those students with jobs should not be scheduled before the end of the established school day.

If students have excessive absences during the semester, students may audit the class but will lose the opportunity to earn credit for the course(s) in which they are enrolled, regardless of excused or unexcused absences. This determination will be discussed during a student IEP or team meeting. If absences exceed 15 days, parents may be required to provide a doctor's excuse/explanation.

**In the case of excessive absences, the student's IEP team will work with parents to develop strategies and interventions to improve attendance. Included in the interventions are the possibility of truancy tickets issued by the Hoffman Estates Police Department and a special pick-up by district personnel and student group members. These pick-ups must be approved by the program administrator.**

## BUS BEHAVIOR

*Transportation is considered to be part of the school day. All students must take the transportation provided by the school.* Alternate transportation must be arranged with the approval of the program administrator.

Each student is assigned to a bus route. A student may ride only on the bus to which he/she is assigned. Students are expected to be ready to board their bus on time. Buses will not wait for tardy students. Regular school rules are in effect on the buses. Students engaging in any of the following behaviors are subject to disciplinary action:

- Smoking
- Fighting
- Failure to cooperate with the bus driver/bus supervisor
- Damage to property
- Boarding or debarking the bus at an unauthorized location
- Use of the emergency door in a non-emergency situation
- Throwing objects in the bus or through a window
- Riding an unauthorized bus

All students are to be seated and remain seated while the bus is moving. Continued inappropriate behavior or conduct that endangers the well-being of any student or the driver may result in a suspension from the bus. For the duration of any bus suspension, the student/family is responsible for arranging transportation to and from school. Arrangements should be coordinated with the program administrator.

**If a student misses the school bus, he or she should immediately contact the school office at (847) 755-6640.**

## DAILY SCHEDULE

Classes begin at 8:00 a.m. and end at 1:48 p.m.

- Period 1: 8:00 – 8:25
- Period 2: 8:25 – 9:13
- Period 3: 9:13 – 10:01
- Period 4: 10:01 – 10:49
- Period 5: 10:49 – 11:37
- Period 6: 11:37 – 12:02
- Period 7: 12:02 – 12:50
- Period 8: 12:50 – 1:38
- Period 9: 1:38 – 1:48

## DRIVER EDUCATION

There may be limited opportunity to take Driver Education at New Endeavors

## EMERGENCIES

When a student becomes ill and must leave prior to the end of the school day parent(s)/guardian(s) must make arrangements with a responsible adult to provide transportation for the student. New Endeavors staff is not responsible for transporting ill students.

In cooperation with local and State authorities, all precautions are taken for the safety and protection of students and staff.

Safety drills are held periodically, including fire, severe weather and lock downs. During any emergency or drill, it is important for students to follow directions from staff. Specific exiting directions are posted in all classrooms and hallways.

In the case of severe weather or other emergency, students will stay in the building in safe areas. They will not be released from school.

If school is not in session and severe weather or another emergency will cause school to be closed, parents are advised to listen to the radio or television, log on to the District 211 website ([www.d211.org](http://www.d211.org)). In the event of an emergency, please try to avoid calling the school as this will tie up emergency telephone lines.

## COMMUNITY BASED EXPERIENCES

As part of the curriculum and level system privileges, students may have an opportunity to participate in community based experiences and service learning opportunities. In addition, New Endeavors will be off campus for Physical Education daily.

## FREE MEAL PROGRAM

Free or reduced-price meals are available to students whose families meet Federal guidelines. Applications for meal benefits are mailed to families each summer. Additional forms are available from the school. Application for meal benefits must be made each year. Questions about the program should be directed to Stacy Lenihan, Director of Food Services, at the G.A. McElroy Administration Center, 847-755-6680.

Please be sure to specify that your student is enrolled at New Endeavors.



## GRADING

The school year is divided into four quarters, each nine weeks in length. Students are graded and receive report cards on a quarterly basis. Parent(s) / guardian(s) are informed at the mid nine-week period of each quarter of their student's progress. Students may receive mid-term reports if they are failing, incomplete, or if the classroom team wishes to make any special comments. Quarter and semester grades are recorded and reported to the administration office where the permanent records are maintained. Report cards are mailed directly to the parent(s) / guardian(s). Parent(s)/guardian(s) of a student who is demonstrating unsatisfactory work are urged to meet with the student's classroom. The following is an explanation of the grading scale used on report cards:

- A.....A superior grade for exceptional or outstanding work.
- B.....A commendable grade for an above-average degree of accuracy and knowledge of the subject.
- C.....A passing grade reflecting adequate and satisfactory performance.
- D.....A passing grade reflecting below average work.
- E .....A passing grade for demonstrating maximum effort and/or minimum skills.
- F .....A failing grade indicating that no credit was awarded.
- AUD.....Special permission to take a course for no grade and no credit.
- EXC.....Excused for the grading period and/or from taking the semester examination. Credit for the course may depend on any existing grades earned during the course.
- PASS ....A passing grade for a course taken on a Pass/Fail basis. Credit is given but no grade point is recorded.
- FAIL ....A failing grade for a course taken on a Pass/Fail basis. No credit is given and no grade point is recorded.
- W/P.....Withdrew from course with passing grade. No credit is given and no grade point is recorded.
- W/F .....Withdrew from course with failing grade. No credit is given, and grade point reduction is recorded.

## GRADUATION REQUIREMENTS

Students must complete a minimum of twenty (20) units of credit, including the following:

- a. Four (4) units of English
- b. Two (2) years of writing-intensive courses, one (1) of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- c. Three (3) units of mathematics with at least one (1) course at the 300-level or higher. One (1) of the three (3) required units must be Algebra I, one (1) unit must include geometry content, and at least one (1) course must be at the 300-level or higher. (The superintendent may grant exceptions to the requirement of a 300-level course on a case-by-case basis)
- d. Two (2) units of science
- e. One (1) unit of American history
- f. One (1) unit of social science survey or one-half ( $\frac{1}{2}$ ) unit of economics and one-half ( $\frac{1}{2}$ ) unit of government

- g. One (1) unit of world language, art, music, or vocational education
- h. One-half (½) unit of consumer education (or equivalent)
- i. One-half (½) unit of health, ending with the Class of 2021
- j. Wellness (incorporates physical education and health education), beginning with the Class of 2022
- k. Physical education for each semester of attendance (or equivalent) after sophomore year, beginning with the Class of 2022; OR physical education for each semester of attendance (for the Classes of 2020, and 2021)
- l. Thirty (30) hours of instruction in safety education (driver education classroom instruction). If determined by an Individualized Education Program (IEP), a student may be exempted and be allowed to participate in another curriculum that provides safety education.

Additional requirements:

- a. Pass a qualifying examination on the State and Federal Constitution, Declaration of Independence, use of the American flag, and the Australian (secret ballot) method of voting
- b. Participate in the assessment testing system as established by the State of Illinois, except as excused by State regulations
- c. Music will receive full credit. A student will be allowed to earn no more than one (1) credit per year in instructional music. Likewise, a student shall be allowed to earn no more than one (1) credit per year in vocal music.

## **HEALTH SERVICES / VISION & HEARING SCREENING**

New Endeavors school has an on-site nurse. The nurse provides record keeping and consultation services. If immediate medical attention is required, the school will call 911 emergency services. Decisions regarding a student's need to leave school due to illness will be made by the parent(s)/ guardian(s), the program administrator, or the nurse.

School nurses conduct vision and hearing screenings for all freshmen, transfer students, and students receiving special education services. Most screenings are done in the fall of each school year. These screenings are not a substitute for a complete examination and evaluation by a doctor.

## **HOMEWORK**

New Endeavors students will be assigned math homework every day. Additional homework may be assigned based upon teacher discretion and /or student need.

## **I.D CARDS**

While at New Endeavors students will receive a District 211 I.D. card and lanyard. Students are expected to wear their I.D.'s at all times during school hours. If lost there will be a charge for replacements.

## **INDIVIDUALIZED EDUCATIONAL PLAN (IEP)**

There will be an annual IEP meeting for each student to assess progress toward meeting the goals and objectives stated in his/her IEP. Additional meetings may be scheduled throughout the school year as needed.

## LEAVING CAMPUS

Once students arrive at school they may not leave the school campus without permission from the program administrator or designee. The Hoffman Estates Police will assist New Endeavors Personnel when students leave the building without permission. Other consequences may follow.

## LOCKERS

New Endeavors students do have lockers. New Endeavors students are advised not to bring unnecessary personal items that may be lost or stolen, as New Endeavors assumes no responsibility for these lost or stolen items. Only 6 personal items are allowed per student.

## LUNCH KITCHEN POLICY

Students will have the option of purchasing meals provided by the district or the parents/guardians can apply for free or reduced meal eligibility. Student meals must be purchased in advance.

***If parents purchase meals and their student will be absent, parents must call District 211 New Endeavors and notify the secretary of the absence no later than 7:30 a.m. or the meal will be charged to the student's account.***

When the account is low in funds, parents will receive a phone call from New Endeavors. New Endeavors students have access to a kitchen area if desired. The use of the kitchen is considered a privilege and may be revoked if used inappropriately. Students are expected to eat lunch every day in order to maintain energy and good health. Breakfast and lunch options are provided for purchase daily. Students may not leave campus during the school day to buy lunch with the exception of program administrator approval.

## MAKE UP WORK

Students are responsible for making up missed classwork. Teachers will schedule makeup time for tests and will develop a schedule for missed work due to absences. If a student is absent more than one day, parents are asked to give the teacher 24 hour notice before picking up assignments. *Make up work from unexcused absences can be made up during Late Bus only.* Any other arrangements for making up work from an unexcused absence must be arranged with the program administrator.

## MEDICATIONS IN SCHOOL

Prescription and non-prescription medications will be given according to the High School 211 medication policy. Signed authorization from the student's physician and parent(s) / guardian(s) must be on file in the office. The Program Administrator, nurse or designee shall administer those medications that are necessary to maintain the student during school hours. Medication must be brought to the school in the original, labeled package and given to the program administrator, nurse or designee. Medications will be stored in a secure area in the office. At the end of the treatment regime, the parent(s) / guardian(s) will be responsible for removing any unused medication from the school. If not picked up by the end of the year, the program administrator, nurse or designee will dispose of the medications. Township High School District 211 retains the right to reject requests for the administration of medication.

## PARENT COMMUNICATION AND RESPONSIBILITIES

The parents are expected to be aware and knowledgeable of the following:

- District and School policy and information within the home high school handbook including disciplinary and behavior management systems. (Copies of the home high school handbook is provided with New Endeavors Handbook in the beginning of the year).
- Policies and practices outlined in the New Endeavors handbook.
- Academic progress/graduation requirements.
- Class schedule and school related activities.

Parent(s)/guardian(s) are encouraged to email their student's case manager or classroom teacher to discuss progress or concerns. The classroom team will initiate phone/parent conferences when warranted.

## PHYSICAL EDUCATION

Physical Education is provided through recreational activities that focus on the development of appropriate social skills and healthy exercise. During the PE periods students are transported by district vans to local parks and recreational centers to use equipment, fields, and gymnasium space. Students will earn credit in the day's activities by demonstrating positive participation, appropriate social skills, and sportsmanship. The following is a brief list of some of the typical physical education activities played at New Endeavors:

In order to fully enjoy the sports and recreational activities facilitated in the PE program, students are expected to adhere to the following policies:

1. Follow all bus rules while traveling to PE sites
2. Stay off of the playground equipment
3. Be prepared for physical activity with appropriate footwear

## “S.T.R.I.D.E.S.”

New Endeavors utilizes a “S.T.R.I.D.E.S.” reflection sheet to monitor progress and share feedback with the students. Most problem behaviors are dealt with in the classroom and progress is documented through a level system and group meetings. The goal of the “S.T.R.I.D.E.S.” reflection information is to give feedback, to increase positive behaviors and assist students in achieving their identified goals. The basic philosophy of “S.T.R.I.D.E.S.” is based on 5 areas of reflection within the school setting:

1. Social thinking- Expected interactions with peers and staff, matching reactions to size of problems/situations, whole body listening and brain and body in group.
2. Reflection- Reflects on own behavior daily to improve upon it, helps to motivate others to reflect on behavior.
3. Independence- Shows respect for peers, staff and materials, maintains digital citizenship and on-task behaviors.
4. Development- Works to improve academic skills
5. Everyday skills- Ready and prepared, has homework completed and showing ontask behaviors.

“S.T.R.I.D.E.S.” utilizes a 4-level system. Group members are on Level 1 as soon as they can identify basic social thinking and self-reflection vocabulary, understand level criteria, can identify strengths

and areas to develop. After being “on level” for two weeks, students can request a level change from their group. All student groups meet during the first period of the school day to review their day and their progress. Students do not move down levels for poor behavior, but, they may be “off of their level” if their behavior is not consistent with the requirements of their current level. Group bonus rewards are for students who are “on level.” On Level 3/4, the discussion of off-site work experiences, reintegration or returning to their mainstream school can begin. Consistent Level 4 behavior is expected for students who wish to try independent work/school experiences. Ultimately, placement decisions are determined through the IEP meeting process. In addition to maintaining Level 4 status and displaying consistent Level 4 behaviors, terms for independent opportunities include:

1. No major discipline referrals or need for physical management for a minimum of **12** weeks.
2. Maintain 90% attendance for a minimum of **12** weeks with no unexcused absences.
3. Maintain passing grades of “C” or better in all subject areas.
4. Demonstrate progress toward individual behavior goals.

## **TRANSPORTATION / BUS SERVICES / DRIVING POLICY**

New Endeavors students are transported to and from school on district and school provided vans and buses. Students are expected to take the district provided transportation. Exceptions to this must be approved by the program administrator. Students may not drive to or from school with the exception of program administrator approval. Students will be assigned an A.M. Pick-up time. Buses will wait 2 minutes beyond a student’s pick-up time. *New Endeavors is not expected to call students when buses arrive.*

## **VISITORS**

Any visitors must sign-in at the front office.

# **PROGRAM RULES & REGULATIONS**

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## **ACADEMIC DISHONESTY**

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one’s own through verbal, written, graphic, electronic, or other means. Forms of academic dishonesty include, but are not limited to, the following:

- looking at another student’s answers, or using a “cheat sheet” during a test;
- downloading material from an online source and representing it as one’s own without citing sources or crediting the author;
- copying in any form another person’s computer program or software file and representing it as one’s own;
- submitting work received through purchase or transfer as one’s own;
- copying text in any form from a source, without proper citation, and submitting as one’s own

- altering by any means, or attempting to alter, course grades, test grades, rank in
- class, grade point averages, credits earned, or other confidential information about oneself or others;
- acquiring and/or disturbing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, electronic, or other means for the purpose of giving unfair advantage to oneself or others.

Students determined to have been academically dishonest are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or the curriculum, students may lose credit for a project or test, lose class or course credit, be suspended pending a parent conference, or be recommended for expulsion.

## BULLYING/HARASSMENT

Township High School District 211 believes in providing all students equal access to a safe learning environment in curricular and extracurricular programs by preventing students from engaging in bullying behaviors, identifying disruptive bullying acts, and intervening should bullying occur.

### **State law expressly prohibits bullying in schools.**

Bullying on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Cyber-bullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system,

photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Bullying may take various forms, including without limitations one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Students who believe they have been the subject of bullying are encouraged to report the matter immediately to the program administrator. Students may choose to report to a person of the student's same gender. Anonymous reports are also acceptable. All schools maintain an anonymous electronic Safety Concern Center on their school's websites as well as a telephone tip hotline to report incidents of bullying. An administrator will investigate the complaint as soon as possible or appoint a qualified person to undertake the investigation on his or her behalf.

## COMPUTER NETWORK USE FOR STUDENTS

Computers and iPads are provided for student use in a variety of applications in the classroom. Students may use computers/iPads for:

- A. School related assignments
- B. Accessing school-approved software
- C. Internet research under the supervision of a staff member
- D. Independent Internet research with parent permission
- E. Printing assignments or class-related information

Unacceptable uses of the computer network are:

- A. Accessing or distribution of abusive, obscene, or threatening material
- B. Accessing system or unauthorized software such as, but not limited to network resources, control panels, and printer settings
- C. Accessing other student's electronic storage, disks, or documents
- D. Copying, installing, or downloading unauthorized software
- E. Turning off virus protection
- F. Vandalizing technology equipment

Violations of these conditions or others prescribed by the High School District 211 Computer Acceptable Use Policy may result in a referral to an administrator, suspension of computer privileges, loss of credit, or other disciplinary action if deemed appropriate. The entire Computer Network Use Policy for Students can be viewed online at [www.d211.org/studentuse.html](http://www.d211.org/studentuse.html).

### **Notification for Social Media Password Requests**

State law 105 ILCS 75/15 stipulates that school authorities may require a student or his/her parent/guardian to provide passwords or other related account information in order to gain access to students' social media account or profile. This request would only be as result of an administrator's reasonable suspicion that the student's social networking account contains evidence that a violation of a school rule has occurred.

## **DETENTION-IN SCHOOL SUSPENSION**

Primarily, students are assigned an in-school detention or suspension as a consequence for inappropriate conduct. Failure to serve a detention or in school suspension appropriately, can lead to an out of school suspension.

## **DISCRIMINATION**

Students and staff have a right to learn and work in an environment in which all are respected and valued. Such an environment is free of all forms of harassment and discrimination due to race, sex, religion, ethnicity, national origin, or disability. It is the policy of High School District 211 to prohibit discrimination. It is your right to be treated fairly. Any student who violates the policy will be suspended for up to five (5) days, or may face expulsion.

It is a violation of this policy to:

Make stereotypical or demeaning remarks. Such remarks included name calling, racial slurs, or “jokes” pertaining to one’s race, sex, religion, national origin, or disability

Display or circulate written or visual materials in which the language or conduct:

- a. results in a substantial interruption of school or school activities, or
- b. creates a hostile, intimidating, or offensive environment that interferes with or disrupts any student’s right to fully participate in school or activities.

Deface school property or materials with the intent to demean.

Damage, deface, or destroy the private property of an individual.

Make threats which harass or intimidate another person

Physically threaten or harm someone

Students who believe they have been the object of harassment or discriminatory behavior may report their complaints by:

Directly telling the alleged harasser to stop the offensive behavior

Notifying a teacher, counselor, or administrator who shall report the incident to that affected student’s principal program administrator.

## **DRESS CODE (*Student Appearance Policy*)**

Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Specifically, the following is prohibited at school or at school- sponsored events:

- a. Clothing which depicts tobacco, alcohol, or illegal substances in any way.
- b. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed.
- c. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- d. Coats, jackets, blankets, caps, bandanas, “do-rags,” and hats are inappropriate in an educational institution and threaten the educational process and compromise safety. They may not be worn anywhere in the school during the school day (except as required for religious or medical purposes). This policy, also enforced during summer school, is established to ensure the health, security, and safety of students.
- e. Clothing or accessories that may damage school property or be readily used as a weapon.



f. Clothing with graphics or wording which depicts violence.

Students who do not comply with the student appearance policy are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, and the interference or threat of interference with the operation of the school or the safety and security of students or staff, students may be warned, asked to change the objectionable clothing, suspended from school pending a parent(s) / guardian(s) conference, and/or recommended for expulsion. As used in this policy, the word “clothing” includes accessories such as rings, earrings, necklaces, purses, backpack, chains, and shoes.

The Superintendent or Designee may develop administrative regulations and/or school rules which facilitate implementation of this policy, including identification of particular types of clothing deemed to violate this policy.

School administration reserves the right to make judgment as to whether a student’s clothing is consistent with District standards.

## **ELECTRONIC DEVICES**

Appropriate use of electronic devices can enhance and improve student learning opportunities. Students are permitted to possess and utilize District-owned or personal electronic devices while on school property. Students are permitted to utilize electronic devices in a classroom or other instructional setting when such use is directly associated with an academic purpose and is authorized by the classroom teacher. A teacher may restrict the use of or access to electronic devices depending on the nature of a given assignment. Student use of electronic devices without authorization from a teacher or other staff member, in an unauthorized location, for an unauthorized purpose, or in violation of the District’s student conduct policy may result in disciplinary action as outlined in the student conduct policy. Electronic devices – whether personal or provided by the District – are subject to search by school personnel as permitted by law and District policy. Refusal to comply with a staff member’s request may result in the confiscation of the device.

Personal electronic devices are allowed to be used by Level 3 and 4 students at New Endeavors. Until reaching Level 3 or 4, students must surrender electronic devices upon arrival to the school. These devices will remain locked in a secure location until dismissal.

## **EXCESSIVE SHOW OF AFFECTION/PHYSICAL CONTACT**

Physical demonstrations of affection are inappropriate in school. Due to the needs of the population at New Endeavors, we adhere to a “no touch” policy while at school.

## **EXPULSION**

The Board of Education may expel a student for gross disobedience or misconduct for a definite period of time not to exceed two calendar years. A student may be suspended for up to a maximum of 10 school days pending action on the recommendation of the administration to expel. Due process will be observed.

### **Expulsion Procedures**

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by a hearing officer appointed by

- the Board of Education. The hearing officer shall report the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and evidence, and cross-examine witnesses. At the expulsion hearing, the hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After receipt of the hearing officer's written summary of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.
  3. In lieu of a recommendation of expulsion, the student may be administratively transferred to an alternative school established under the Safe Schools Act (105 ILCS 5/13a) where appropriate.

All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion before enrolling in District 211.

### **FALSE FIRE ALARMS**

A fire alarm intentionally set off by a student is a serious offense and endangers the safety of students and employees. A student guilty of such an offense will be recommended for disciplinary action and subject to arrest.

### **GANG RELATED ACTIVITIES**

No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing, which is evidence of membership or affiliation in any gang. Color combinations of red/black, blue/black, gold/black are considered inappropriate for school. Prohibited color combinations may change at any time.

No student shall commit any act or omission, or use any speech, either verbal or nonverbal (gesture, handshakes, etc.) showing membership or affiliation in a gang.

No student shall use any speech or commit any act or omission in furtherance of the interest of any gang or 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
- Committing any other illegal act or other violation of school district policies
- Inciting other students to act with physical violence upon any other person.

Students will surrender any materials determined to be gang related by the New Endeavors staff.

Students engaged in any gang related behavior, which may include recruitment, intimidation, or threat to safety may be subject to suspension and referral to law enforcement agencies. Continued misconduct of a gang-related nature shall result in a meeting with parents and school officials.

### **GROSS DISOBEDIENCE OR MISCONDUCT**

Gross disobedience or misconduct can occur at school or school activities, on or off school property, on a school bus, at a school-sponsored function, at a school-related event, or at an event reasonably related to school.

The *Illinois School Code* states that students may be suspended or expelled for gross disobedience or misconduct.

Types of behavior that are considered gross disobedience or misconduct include, but are not limited to:

- Repeated or willful behavior which shows disregard for school rules and regulations.
- Insubordination to any school personnel (administrators, teachers, and all non certified staff).
- Acts that endanger or harm the health, safety, and welfare of others.
- Behavior in which the student tries to harass, intimidate, or frighten, directly or indirectly, any school employee or student.
- Sexual harassment or assault of any student or school personnel.
- Fighting or assaulting any person.
- Direct threat against the life of a staff member.
- Hazing, bullying, or taunting.
- Use of profane or obscene language.
- Excessive truancy, tardiness, or class-cutting after warnings.
- Theft, destruction of property, or possession of stolen property belonging to the school, staff, or other students.
- Unauthorized access or misuse of a computer program or network, and/or any off campus creation or use of Internet web pages or e-mail which materially or substantially interferes with, disrupts, or deleteriously affects any staff member, student, or the educational process.
- Use of electronic school devices during the school day.
- Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, “lookalike” drug, or narcotic, or exhibiting the odor of alcohol or any illegal drug, narcotic, or controlled substance. This prohibition includes any attempt to sell or solicitation to obtain an illegal substance.
- Possession, control, transfer, use or attempt to use, threat to use, conspiracy to use, or aiding or abetting use of a weapon. For purposes of this policy, a weapon includes guns, rifles, shotguns, knives, brass knuckles, billy clubs, bombs, flares, smoke bombs, explosives or incendiary devices, any item defined by applicable federal or state law as a weapon, and look-alikes with these types of items. Such items as baseball bats, tools, bottles, locks, sticks, pencils, or pens also will be considered weapons when used or attempted to be used to cause bodily harm.
- Attempt to use includes any threat to use.
- Participation in games of chance.
- Commission of a felony.
- Act(s) of arson.
- Gang activity. A “gang” means any on-going organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire.
- Bomb threat.
- Setting off a false fire alarm.

- Possession and/or use of any laser device.
- Any student behavior or activity that actually causes or reasonably forecasts the occurrence of substantial disruption or interference with school or school activities.

Any act or activity involving the possession, use, threat to use, or threat to possess an object or substance or look-alike which is harmful or threatening to the health and safety of others. This includes such substances as biological agents and objects and substances commonly associated with terrorist activities, as well as threats of bombs or other violence and false fire alarms.

## **HAZING**

Hazing includes any humiliating or dangerous activity expected of a student in order to join a group, activity, sport, or club regardless of that student's willingness to participate. Hazing is a violation of the Athletic and Competitive Activity Policy, as well as Board of Education Policy. Penalties may include suspension or expulsion from school, as well as suspension or expulsion from athletic and competitive activities.

## **LATE BUS**

For students who need additional academic support, a late bus may be provided. The late bus may be used for: make-up work resulting from absence; make-up work resulting from work refusal; or for tutoring.

The program administrator will determine when a student will stay for the late bus. Parent(s) will be contacted before a student stays for late bus sessions.

## **MANDATE TO REPORT CLEAR AND PRESENT DANGER**

As a component of legislation pertaining to the legal right of individuals to carry a concealed weapon, Illinois State Law also requires school personnel to report to the Illinois State Police any person determined to pose a "Clear and Present Danger." Any student may be considered to pose a Clear and Present Danger if the individual demonstrates threatening physical or verbal behavior; violent, suicidal, or assaultive threats; or other actions or behaviors deemed potentially dangerous by school personnel. Upon making this determination, school personnel will notify the student's parent(s) of the potential danger and will submit documentation to the Illinois State Police. It is important that parents and students understand the legal mandate that compels school personnel to report behaviors deemed to pose a clear and present danger.

## **PHYSICAL CONTROL**

It is the policy of District 211 New Endeavors to manage student behavior through positive means and through systematic steps that will eliminate the need for physical control. However, under circumstances where imminent danger to other students, staff, and/or self exists, physical control techniques will be utilized until the student can maintain safety. When physical control techniques are employed, staff will use the minimal amount of force necessary to control the student, ensure student/staff safety, and protect property. Circumstances requiring the physical control of a student include, but are not limited to the following:

1. If a student is engaging in any physically or verbally aggressive behaviors which threaten the safety of self or others at any location in the school building, its adjacent grounds, or on the school bus, he/she will be physically removed from the area and placed in a supervised setting.

2. If a student is engaging in self-injurious behavior, or if a student appears to be emotionally or physically out of control to the extent that he/she is likely to injure self or others, he/she will be physically managed and placed in the supervised setting.
3. If a student is engaging in an act of destruction of school property or the property of staff or other students, he/she will be physically managed and placed in the supervised setting.

Physical control interventions include the following procedures: physical guidance, physical blocking, physical assistance, and control techniques. All District 211 New Endeavors staff are trained in the proper, safe uses of physical control techniques under the Crisis Prevention Institute model.

When a student has been physically controlled, the parent/guardian will be contacted by the program administrator designee on the same school day. If the parent/guardian cannot be reached, a notice will be sent to the home on the same school day.

## **PRANKS**

Students who commit acts of vandalism, disruptive behavior and/or engage in gross misconduct will be subject to a range of sanctions and penalties as listed below, up to and including expulsion. Students who commit such behaviors, or act in concert with others who do by arranging, planning, devising, and/or participating in the behavior by mutual understanding and with knowledge and consent, may be subject to any or all of the following disciplinary actions, depending upon the nature and severity of their behaviors:

- Exclusion from any special event(s) organized for the senior class (example: prom, senior breakfast, dances, etc.)
- Exclusion from any athletic contest(s) or activity program(s) Athletic/activity board review, if applicable
- Exclusion from final examination exemption
- Exclusion from graduation exercises
- Restitution
- Suspension
- Expulsion

## **RESPIRATORY SENSITIVITY**

Use of fragrances including perfumes, colognes, or hair sprays can cause difficulties for individuals who suffer from asthma or other respiratory illnesses. Students should minimize use of fragrances and consider others when using these products.

## **SEARCH & SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities will search students and their belongings, upon arrival to District 211 New Endeavors. Staff may seize contraband materials discovered in the search in accordance with Illinois law and the authority and guidelines established by the United States Supreme Court, and other federal law, state law, and school policies and procedures.

Students are protected by the fourth amendment to the U.S. Constitution from unreasonable searches and seizures. Unlike police, school officials do not need a warrant to search a student. However, searches of students by school officials must be (1) justified by the existence of reasonable grounds for suspecting a rules violation, and (2) reasonable in scope and not excessively intrusive.

School officials may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by a student without notice to or the consent of the student at any time and on a general area-wide basis. School officials may request the assistance of law enforcement authorities for the purpose of conducting inspections and searches of lockers, desks, parking lots, and their school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District 211 New Endeavors policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School officials may also turn over such evidence to law enforcement authorities.

Students who refuse to cooperate or fully comply with the terms of a search conducted by school personnel may be determined to have violated the student conduct policy.

## **SEXUAL HARASSMENT**

The Board of Education has adopted policies that prohibit sexual harassment in its schools. The policies define forms of verbal or physical sexual conduct that constitute sexual harassment.

The school has a responsibility to provide students with a learning environment free from sexual advances, requests for sexual favors, demeaning or insulting sexual remarks or conduct, and forced physical contact of a sexual nature.

Conduct which has the effect of creating a hostile or offensive environment might include sex-oriented verbal joking, teasing, questions, anecdotes, or offensive personal remarks of a sexual nature. Any student who abuses another student through any sexually harassing conduct or communication shall have violated the policy whether such conduct occurs on school grounds, at school events, or on the school bus. Depending on the incident, violators of the policy can either be suspended from school for a period of up to five (5) days or face expulsion.

A student who feels he or she has been sexually harassed by any person should report the complaint by (1) directly telling the alleged harasser to stop his or her offensive behavior; and/or (2) complaining to a teacher, counselor, or administrator who shall report the matter immediately to the program administrator. Regardless of how the student chooses to report the alleged sexual harassment, a student's good faith action in reporting will not adversely affect the student's education, grades, curriculum, or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness shall be subject to discipline.

## **SMOKING & TOBACCO**

Students may not smoke, possess, or use tobacco or any "look-alike" tobacco substance in any form anywhere on school property. This policy applies to all tobacco derivatives and applies before, during, and after school hours.

"Electronic cigarette" refers to any oral device that provides a vapor of liquid nicotine, and/or other substances, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars,

e-pipes, or any other product name or descriptor. This Policy applies to all tobacco derivatives and applies to activities before, during, and after school hours.

## E-CIGARETTES

Students may not smoke, possess, or use tobacco or any “look-alike” tobacco substance in any form anywhere on school property. This policy applies to all tobacco derivatives and Electronic Cigarettes. For the purpose of this policy, the term Electronic Cigarettes is defined as the following:

“Electronic cigarette” refers to any oral device that provides a vapor of liquid nicotine, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

This Policy applies to activities before, during, and after school hours. Penalties for violating the smoking/tobacco policy are:

Students may be subject to citation by the police where local ordinance prohibits possession and/or use of tobacco products.

**First Offense:** The student may be assigned to in-school suspension and require a parent conference. The student may be referred to attend a smoking/ tobacco health awareness seminar at a later date (if available) or other consequences may be applied. Failure to attend the seminar, if offered, may result in further consequences.

**Repeated Offense:** The student may be suspended from school and a parent conference will be held.

Smoking/tobacco products/devices will be confiscated by administration at which time a student’s parent/guardian will be contacted to discuss returning the confiscated property to the parent/guardian. Administration will not return smoking/tobacco products/devices to any student, regardless of age.

## SUSPENSIONS

Students can be suspended from school for continued misbehavior or a single act of gross disobedience or misconduct for a maximum of 10 school days. A suspended student is not permitted in school or on school grounds during the day, in the evening, or on a weekend while the suspension is in effect. In addition, students are not permitted to attend work/study jobs. A parent conference is necessary for a student to be readmitted to school after suspension. Students are responsible for make-up work. There will be no grade reduction for work turned in on the first day the student returns to class.

### Suspension Procedures

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. When the students’ presence poses a continuing danger to persons or property or an on-going threat of disruption to the educational process, a pre-suspension conference is NOT required and the student can be immediately suspended. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the students' parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a suspension review hearing.
4. When parent(s)/guardian(s) disagree with a suspension, the parent(s)/guardian(s) may seek to appeal the suspension to the principal. Should the parent(s)/guardian(s) not be satisfied with the outcome of an administrative appeal with the principal, the parent(s)/guardian(s) may request a formal hearing to review the suspension in accordance with established Board of Education policies for such hearings.

Upon written request of the parent(s)/guardian(s), a formal review of the suspension shall be conducted and hearing will be held. At the hearing, the students' parent(s)/guardian(s) may appear and discuss the suspension with the hearing officer appointed by the Superintendent. The student may be represented by counsel. After presentation of the evidence by the student and school, the hearing officer will prepare a written summary of the evidence for the Board of Education. After review of the hearing officer's report, the Board shall take such action as it finds appropriate.

### TELEPHONE USE

Students may use the telephone in the office with staff permission for emergency reasons. *Students are not allowed to accept phone calls during the school day.* If parents need to communicate with students, the program administrator should be contacted.

### VANDALISM

*A student who vandalizes or abuses school property may be suspended pending a parent(s) / guardian(s) conference. The length of the suspension will be determined at the conference. The student must pay for the damage and may face expulsion proceedings.*

## STUDENT RESPONSIBILITIES

### STUDENT TEXTBOOKS

While at New Endeavors, students are provided with textbooks and other curriculum workbooks. These books are checked out to the student and the student is responsible for them throughout his/her placement at New Endeavors. **The student is responsible for returning the textbooks/workbooks or other materials that belong to the home school to the appropriate teachers at the home school. It is not New Endeavors' responsibility to return these materials.** Failure to return textbook materials to the appropriate school may result in fines and the school may withhold the student's report card until the fines are paid.



## CLASSROOM MATERIALS

High school students are expected to be prepared for school with appropriate materials. The following is a suggested list of materials that would be important to have available while at New Endeavors:

- Pens Pencils
- College rule paper 3-Ring binders
- Single subject spiral notebooks Sets of dividers for binders Highlighter markers
- Glue sticks
- 1 in binder
- Kleenex
- 5 folders
- 1 Pack dry ease markers

On the first day of school, teachers will provide a more specific list of supplies for their respective classes.

Students are allowed to bring only school related items to school. Personal items such as grooming items are limited to 6 items per student.

## PARENTS RIGHTS REGARDING SPECIAL EDUCATION

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As a parent(s) /guardian(s) of a child who will be receiving special education services, you have certain rights which are safeguarded by state and federal statute. At each IEP meeting, you will receive “An Explanation of Procedural Safeguards” information guide that describes your rights in detail. This information can also be available at anytime by contacting the school.

# TOWNSHIP HIGH SCHOOL DISTRICT 211

## DISTRICT 211 BUILDINGS

G.A. McElroy Administration Center – 847/755-6600  
1750 South Roselle Road, Palatine, Illinois 60067-7379  
Daniel Cates, Superintendent  
Renee Erickson, Director of Special Education  
Mary Pat Kronos, Assistant Director of Special Education  
Lindsay Tiritilli, Assistant Director of Special Education  
[adc.d211.org](http://adc.d211.org)

Palatine High School – 847/755-1600  
1111 N. Rohlwing Road, Palatine, Illinois 60074-3797  
Tony Medina, Principal  
[phs.d211.org](http://phs.d211.org)

William Fremd High School – 847/755-2600  
1000 S. Quentin Road, Palatine, Illinois 60067-7099  
Kurt Tenopir, Principal  
[fhs.d211.org](http://fhs.d211.org)

James B. Conant High School – 847/755-3600  
700 East Cougar Trail, Hoffman Estates, Illinois 60169-3659  
Julie Nowak, Principal  
[chs.d211.org](http://chs.d211.org)

Schaumburg High School – 847/755-4600  
1100 W. Schaumburg Road, Schaumburg, Illinois 60194-4197  
Tim Little, Principal  
[shs.d211.org](http://shs.d211.org)

Hoffman Estates High School – 847/755-5600  
1100 W. Higgins Road, Hoffman Estates, Illinois 60195-3098  
Joshua Schumacher, Principal  
[hhs.d211.org](http://hhs.d211.org)

District 211 North Campus – 847/755-6700 305  
Illinois Avenue, Palatine, Illinois 60067  
Francesca Anderson, Program Administrator

District 211 Higgins Education Center – 847/755-6640  
1030 W. Higgins Road  
Hoffman Estates, IL 60169-4200  
Jessica Orstead, Program Administrator

## HIGH SCHOOL DISTRICT 211 MISSION STATEMENT

Township High School District 211 serves the educational needs of the community inspiring all students to successfully contribute to the world.

### DISTRICT 211 NEW ENDEAVORS SCHOOL CALENDAR – 2019-2020

<b>First Semester</b>		
Thursday	August 8, 2019	TEACHER INSTITUTE DAY - no school for students
Friday	August 9, 2019	TEACHER INSTITUTE DAY- no school for students
Monday	August 12, 2019	Opening Day of School
Tuesday	August 20, 2019	<b>EARLY RELEASE DAY (LS)</b>
Thursday	August 29, 2019	Open House - <b>Early Release for students</b>
Monday	September 2, 2019	LABOR DAY- no school
Tuesday	September 3, 2019	<b>EARLY RELEASE DAY (LS)</b>
Tuesday	September 17, 2019	<b>EARLY RELEASE DAY (LS)</b>
Tuesday	October 8, 2019	<b>EARLY RELEASE DAY (LS)</b>
Monday	October 14, 2019	Columbus Day- NO SCHOOL
Tuesday	October 15, 2019	TEACHER INSTITUTE DAY - no school for students
Tuesday	October 22, 2019	<b>EARLY RELEASE DAY (LS)</b>
Wednesday	October 23, 2019	College Night- Early Release for students
Tuesday	November 5, 2019	<b>EARLY RELEASE DAY (LS)</b>
Wednesday	November 27, 2019	Non-Attendance Day- no school
Thursday	November 28, 2019	THANKSGIVING HOLIDAY- no school
Friday	November 29, 2019	THANKSGIVING HOLIDAY - no school
Wed-Thurs-Fri	December 18, 19, 20, 2019	Semester Finals
Friday	December 20, 2019	Winter Break begins at close of school
<b>Second Semester</b>		
Monday	January 6, 2020	TEACHER INSTITUTE DAY - no school for students
Tuesday	January 7, 2020	Opening Day of Second Semester
Monday	January 20, 2020	Martin Luther King Jr Day- no school
Tuesday	January 21, 2020	<b>EARLY RELEASE DAY (LS)</b>
Tuesday	February 4, 2020	<b>EARLY RELEASE DAY (LS)</b>
Monday	February 17, 2020	President's Day- no school
Tuesday	February 18, 2020	<b>EARLY RELEASE DAY (LS)</b>
Tuesday	March 3, 2020	<b>EARLY RELEASE DAY (LS)</b>
Tuesday	March 17, 2020	<b>EARLY RELEASE DAY (LS)</b>
Friday	March 20, 2020	Spring Break begins at the close of school
Monday	March 30, 2020	First Day after Spring Break
Friday	April 10, 2020	Non Attendance Day- no school
Tuesday	April 21, 2020	<b>EARLY RELEASE DAY (LS)</b>
Thursday	May 14, 2020	Graduation Ceremony
Friday	May 15, 2020	Service Awards Ceremony- <b>EARLY RELEASE DAY</b>
Wed-Thurs-Fri	May 20, 21, 22, 2020	Semester Exams
Friday	May 22, 2020	Last Day of School



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**Parent/Student Review**

I have received the New Endeavors Parent/Student Handbook. I understand that I will be required to comply with the rules and regulations of the New Endeavors program as well as with District 211's disciplinary rules.

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Student Signature

DATE

I have received and reviewed with my student the New Endeavors Parent/Student Handbook. I understand that my child is expected to comply with the rules and regulations of the program as well as with District 211's disciplinary rules.

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Parent/Guardian Signature

DATE