



COVINGTON HIGH SCHOOL DISTRICT 211

POLICY & PROCEDURE HANDBOOK

2021 2022

UNITED STATES DEPARTMENT OF EDUCATION BLUE RIBBON SCHOOLS OF EXCELLENCE

James B. Conant High School
William Fremd High School
Hoffman Estates High School
Palatine High School
Schaumburg High School

DEAR STAFF MEMBER,

Dear Staff Member,

As you know, we are currently in the process of reviewing our policies and procedures. We have a public meeting scheduled for **December 21st** at **6:00 PM** in the **Board Room** at **1750 North Lincoln Avenue, Chicago, IL 60642**. The meeting will be held in **Room 211** of the **Administrative Center**. The agenda for the meeting is as follows:

- 7:00 PM - 7:30 PM: Registration and Sign-in**
- 7:30 PM - 8:00 PM: Open House**
- 8:00 PM - 8:30 PM: Presentation by the Board of Education**
- 8:30 PM - 9:00 PM: Public Comment**
- 9:00 PM - 9:30 PM: Meeting Adjourns**

For more information, please visit our website at <https://go.boarddocs.com/il/thsd211/Board.nsf/Public>.

We look forward to your participation in this important process. Thank you for your commitment to our district.

Sincerely,


Administrative Center
 1750 North Lincoln Avenue
 Chicago, IL 60642

Township High School District 211

1750 North Lincoln Avenue
 Chicago, IL 60642-7336
 Phone: (847) 755-6600
 Website: adc.d211.org

TOWNSHIP HIGH SCHOOL DISTRICT 211 MISSION STATEMENT

Township High School District 211 recognizes the need for diverse communities, providing excellent and rigorous learning experiences, nurturing individual talents and ensuring that every student has the opportunity to reach his or her full potential.

Approved by the Board of Education: May 26, 2022

TOWNSHIP HIGH SCHOOL DISTRICT 211 VALUE STATEMENTS

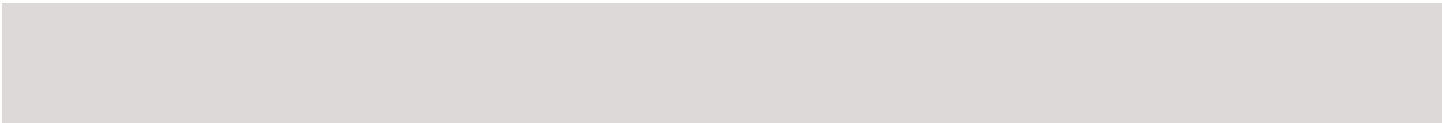
Communication and Accountability

Equity and Inclusion

Financial Integrity

Innovation and Learning

Safety, Wellness and Respect



•

BOARD OF EDUCATION

A _____, President
 _____, Vice President
 C _____ Secretary
 B _____
 C _____ B _____
 D. _____
 G. _____

Board of Education Membership

B. _____ E. _____
 A.B. _____
 _____, 18
 B. _____

Board of Education Responsibilities

B. _____ E. _____
 F. _____
 B. _____
 B. _____ E. _____

DISTRICT ADMINISTRATION

Lisa Small
Superintendent

Gary Gorson
Chief Technology Director

Lauren Hummel
Chief Operating Officer

Joshua Schumacher
Assistant Superintendent for Curriculum & Instruction

James Britton
Director of Human Resources

Renée Erickson
Director of Special Education

Jacquese Gilbert
Director of Summer School & Community Outreach

David Grelyak
Facilities & Energy Manager

Danielle Hauser
Director of Student Services

Matthew Hildebrand
Director of Administrative Services

Erin Holmes
Director of Communications

Mary Pat Krones
Assistant Director of Special Education

Helen Miller
Director of Business Services

Diana Mikelski
Director of Transportation

Sandra Mir Imes
Accounting Supervisor

Michele Napier
Director of College and Career Readiness

Barbara Peterson
Controller & Treasurer

LaShaunda Sandifer
Director of Diversity, Equity and Inclusion

Anita Seaholm
Human Resources Assistant

Rickey Sparks
Director of Facilities & Purchasing

Lindsay Celaya
Assistant Director of Special Education

Katie Weir
Director of Food and Nutrition Services

Eric Wenckowski
Director of Athletics & Activities

Francesca Anderson
District 211 North Campus Program Administrator

Jessica Orstead
Higgins Education Center Program Administrator

Patrick Abraham
Transition Services Coordinator

Teresa Brandt
North Campus Administrator

BUILDING ADMINISTRATION

	Palatine High School	William Fremd High School	James B. Conant High School	Schaumburg High School	Hoffman Estates High School
Principal	Tony Medina	Mark Langer	Julie Nowak	Brian Harlan	Michael Alther
Assistant Principal	Kim Glaser	Michael Smith	Jeannette Ardell	Kendra Letzal	Thomas Mocon
Assistant Principal	Michelle Bremehr	Aaron Pollack	Dane Henning	Anthony Ganas	Thomas Barlow
Assistant Principal	Travis Hastings Alex Miramontes Zia Nathan	Kevin Farrell Scott Newmark	Monte Holt Kim Davis	Whitney Gbur Jake Hughes	Brittany Berleman Charles Nichols
Dean of Students	Robert Heitz Liza Sullivan	Jennifer Wrzala	Katie Sall	Chris Rafaj	Delaina Heracklis Thomas Moore
Student Services Director	Fred Rasmussen	Tracy Bafa	Brigit Cain	Yassila Delgado	Jennifer Beers
Athletic Director	Luis Arroyo				

SCHOOL CALENDAR 2024-2025

Township High School District 211

First Semester

2024

August 26, A- 7	September 2, C- 7
August 27, A- 8	September 3, C- 8
September 2, A- 9	September 9, D- 9
September 3, A- 12	September 10, D- 12
September 9, 2	September 16, D- 2
September 10, 14	September 17, C- 14, D- 14
September 16, 5	September 23, E- 5, D- 5
September 17, 27	September 24, -A- 27, D- 27

Emergency days – May 27 through May 30 will serve as emergency days in the event district schools are closed for five or more student attendance days.

Approved by the Board of Education: November 10, 2022

Revised: October 19, 2023: PA 103-0467 declared November 5, 2024 a state holiday.

TEACHER & EMPLOYMENT & RESPONSIBILITIES

ABUSED AND NEGLECTED CHILD REPORTING ACT

A. ... D. 211 ... A
 C. ... A ... 1985, ... 23, ... 2051 ...)
 (1-800-25A-B E)
 24- ... , 7 ... , 365
 D.
 D.
 D.
 D. C. F. A
 C. A
 E

EMPLOYMENT

DEFINITIONS (GCA)

- Full-Time Teacher —** A
- Substitute Teacher —** A (
- Homebound Teacher —** A
- Part-time Teacher —** A 1, -

PERSONNEL FILE (GBL)

A.
 E. ... D. ... A
 (...)
 A /
 E. (

EMPLOYMENT OF RELATIVES (GBCA)

D. 211.

SOPPA (JOA)

A (A)

A

12

C. A,

A

A

D. 211

A

D

D

A

D

F.

D. 211

, adc.d211.org.

D

F. A, privacyo_cer@d211.org.

RESPONSIBILITIES

RESPONSIBILITY OF SCHOOL PERSONNEL (KA)

A. D. 211

A.

B.

C.

D.

E.

F. A

G.

D.

▼

TEACHER RESPONSIBILITIES (GCA)

- A
- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

CORPORAL PUNISHMENT AND USE OF PHYSICAL FORCE (JGA)

24-24

B. E C

C. B. E

- 1.
- 2.
- 3. F.
- 4. F.
- 5.

A

▼

A 4 0

(F :)

G

1. ▽ ?
2. C ?
3. ▽ ?
4. ▽ ?
5. C ?
6. ?
7. ▽ ?

C

▽

A.

G

E

F

B.

B.

E

B.

D

A B E B E
A B E

RESPONSIBILITIES RELATED TO POLITICAL ACTIVITIES

HEALTH POLICY

HEALTH INSURANCE

D_e (0.5). F C B A

DENTAL INSURANCE

D_e (0.5). F C B A

WELLNESS AND PREVENTATIVE SCREENINGS

E D_e D_e E

FLU SHOTS

F D_e 211

LIABILITY INSURANCE (GCBC)

\$30,000,000 D_e
E \$30,000,000.

LIFE INSURANCE

D_e \$50,000. B 50% \$1,000, 70. ▼

LONG-TERM DISABILITY

D_e (0.5)
180 ▼ 60% / 181
F

DEATH BENEFIT

F D_e C B A, D_e
D_e C B A

Please refer to the Master Contract for additional benefit information.

GRADUATE WORK REQUIRED

2024-2025

+30.

PROFESSIONAL GROWTH & TENURE

TUITION REIMBURSEMENT (GCBC)

1.) - B A

A A

1. 2024-2025

2.

3. G

4. (6) 15

5. G

C D 211.

C A C

C 10

D

6. (6)

7. (6)

8. (21)

9.

1.

2.

3.

4.

5. () F ()

6. A () F

7.

30

B

8. $\frac{1}{2} + 30, \frac{1}{2} + 30/12$
- ▼ $\frac{1}{2} + 30, \frac{1}{2} + 30/12$
- 15 $\frac{1}{2} + 30, \frac{1}{2} + 30/12$ D. F.

RED ROVER

D. 211
24
,7 10, 5:30
:// 12.

A. 1,000 D. 12-
 F B 5 A
 B A F A

PERSONAL LEAVE

A (4)
 (2) (3)
 A

LEAVE FOR OUT-OF-DISTRICT PROGRAMS (GCBD)

JURY DUTY (GCBD)

A

LEAVING SCHOOL GROUNDS (GCBD)

D

SEPARATION POLICY

RESIGNATION (GCPB)

E
 B E
 A B E

DISMISSAL (GCPD)

*

B E
 C

*Refer to TEACHER EVALUATION DOCUMENT

SOCIAL MEDIA AND ELECTRONIC COMMUNICATION (GBAD)

D. / A. D. F. C. D. E. E. 1. D. 2. E- D. 3. C. D. 4. C. E. A. D. E. D. A. E. D.

GUIDELINES FOR AUTHORIZED USE OF SOCIAL MEDIA AND ELECTRONIC COMMUNICATION

DEFINITIONS

F.

BASIC PRINCIPLES

1. C
2. C
3. C
4. C (G. A) C A

PRIVACY

A ... 70 ... D ...

—

V. UNACCEPTABLE USES OF ELECTRONIC TECHNOLOGIES AND DISTRICT NETWORK

District Network ()

A. District Network

- 1.
- 2.
- 3.
- 4.

Handwritten musical notation on a five-line staff. The notation includes various notes, rests, and accidentals. The word "D₂" is written above the staff at several points, indicating a specific pitch or interval.

VI. SOCIAL MEDIA

A. Handwritten musical notation on a five-line staff. The word "D₂" is written above the staff.

B. Handwritten musical notation on a five-line staff. The words "B." and "E" are written above the staff. Below the staff, there are four numbered items:

1. B
2. B
3. F. C A (G. A),
4. A (A),

C. Handwritten musical notation on a five-line staff.

5. A
6. E
7. ▼ : If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system. Thank you for your compliance"

B. D. E

1. D
2. ▼ D

▼ E      

- 1. D
- 2.
- 3.

F. E

- 1. -B
- 2. D
- 3. A
- 4. /
- 5. -B : "This is an organization-produced web page. Opinions expressed on this page are not attributable to the District."

X. CYBER-BULLYING

A.

EMPLOYEE CONDUCT (GBAC)

A, D, E, C, E, E, B, GBAC. A, A, C, A (325, C 5/), 720, C 5/11-25,

D, C, A (325, C 5/), E, A, 1972 (20, C, 1681), E, E, A.

E, C, C, C, D, D,

E, E,

Prohibited Grooming Behaviors

G, (-), (-), (-),

E, A, D, E, A,

Transporting Students

E, D, 211, E, B, C, D, E,

Taking or Possessing Photos/Videos of Students

A, D, E, C, A, D, D,

Meeting with Students

E
 A
 E
 A

Appropriate Methods of Communication with Students

E
 D
 E
 ()
 E
 D
 A

... (.) ...
 ... (iv) ...
 ... (v) ...
 De ...

- 11. E A 2003, .A. 93-0006;
- 12.

1. MAKING A REPORT OR FILING A COMPLAINT

A C A A D

C A

C (A)

Table of Contents

APPOINTING NONDISCRIMINATION COORDINATORS AND COMPLAINT MANAGERS

... .. D, C

INVESTIGATION PROCEDURE

D E (1)

(2) C (3) C

A A D E B

A B E B

B E

ETHICS (BBFA/GBH)

E E A

E A D C

GIFTS TO SCHOOL PERSONNEL (BBG/GBI)

D B E

B E

D

D E E

B E 729 6



FACULTY MEETINGS

GRADING PHILOSOPHY

A D. 211 G C 2010 best practices G C

2016 D. 211 G C

VISION STATEMENT

A

DRIVER EDUCATION

1. A F
2. D C
3. E C
4. A F E
E C.

DUAL GRADING SYSTEM

D₁ () () 8
() 9



LEVEL 4 [RECOMMENDING BODY]

3 / B
A C

LEVEL 5 [DECISION-MAKING]

D D

LEVEL 6 [POLICY-MAKING]

B E

TEACHER LEVEL RESPONSIBILITIES

- 1. A
- 2. E
- 3. A
- 4. A
- 5.
- 6.

DEPARTMENT CHAIR LEVEL RESPONSIBILITIES

- 1. C
- 2.
- 3. A
- 4. B / 3.
- 5.
- 6.
- 7. C

PRINCIPAL LEVEL RESPONSIBILITIES

- 1. A
- 2. 3
- 3. A 1, 2, 3.
- 4. A
- 5.
- 6. C

ASSISTANT/ASSOCIATE SUPERINTENDENT LEVEL

- 1. A

- 2. / 3
- 3.
- 4.
- 5.

SUPERINTENDENT LEVEL (, 5)

- 1. 4. 3
- 2. B. E

BOARD OF EDUCATION LEVEL

- 1. A

CHALLENGE ROUND [PRELIMINARY PROPOSALS]

D

DECISION-MAKING ROUND [FORMAL PROPOSALS]

A A A B E

IMPLEMENTATION PHASE

B E

EVALUATION

A B

CLASSIFICATION OF CURRICULUM PROPOSALS, MAJOR OR MINOR

A maj

- 1.



STUDENT-ATHLETE CONCUSSIONS & HEAD INJURIES (IGDMA)

- B. _____
 _____ A. _____

 A. _____

 C. _____ A. _____
 D. 211 _____ C. _____
 _____ C. _____
 D. 211 _____ () _____

GENERAL INFORMATION

- A. _____
 _____ C. _____
 C. _____

 _____ C. _____ C. _____ A. _____

It is recommended that this protocol is shared with the student's primary care physician (licensed to practice medicine in all its branches, i.e. pediatrician) during the initial visit.

STAGES OF CONCUSSION RECOVERY AND ACADEMIC/ATHLETIC PARTICIPATION

1. _____ ()
2. _____
3. F. A _____ A. _____

DEFINITION

- A. _____ : A. _____ D. 211 _____
 A. _____ : A. _____ D. 211 _____

POINTS OF EMPHASIS

- _____ C. _____
 F. _____ 211 _____
 _____ () _____ D. _____



STAGE 2: RETURN TO SCHOOL (Optional daily checklist)

C _____

E _____

E _____

F _____

F _____

A _____ / C _____

_____ / _____ (_____).

D _____ (15-20 _____)

_____ / _____

_____ (_____)

A _____

***PROGRESS TO STAGE 3 WHEN:**

_____ (_____)

STAGE 3: FULL DAY OF SCHOOL ATTENDANCE

C _____

A _____ / _____

F _____ D _____ 211

F _____

A _____ / C _____

_____ / _____

C _____ (_____)

C _____ 3 _____

F _____ E _____ E _____

_____ (_____)

F _____ D _____ 211

**If the student remains in a cage longer than 2 weeks, the child will be in the den's care until the child can manage the child's needs. The child will be in the child's care.*

DISTRICT 211 RETURN TO PLAY PROTOCOL (required if student athlete)

- 1: A
- 2: 24
- 3: 5
- 4: E
- 5: 24

INDEX

- A : 22
 A C A : 10
 A : 7
 B A : 8
 D A : 7
 A : 19
 B : 21
 B E : 6
 C : 11
 C G : 44
 C : 54
 C : 13
 C & F : 58
 C : 13
 C C : 47
 D B : 16
 D C : 19
 D : 22
 D A F : 39
 E A : 26
 E : 21
 E : 10
 E : 40
 F : 42
 F : 15
 F : 16
 G : 40
 G C : 43
 D E : 46
 D G : 46
 F : 45
 G A : 44
 : 44
 /F : 45
 E : 45
 G : 45
 G : 16
 : 34
 C D : 34
 : 15
 D : 16
 : 16
 : 16
 : 16
 D : 16
 D : 22
 A : 20
 G : 22
 : 41
 G : 44
 : 4
 : 16
 : 15
 D : 15
 D : 15
 : 22
 F : 10
 A : 15
 : 15
 : 19
 : 22
 : 20
 : 20
 : 34
 C : 9
 C : 42
 : 59
 : 34
 : 38
 E C : 23
 C : 5
 E : 11
 D : 10
 F : 10
 : 10
 : 10
 : 10
 : 11
 : 13
 A : 11
 : 19
 C : 32
 : 18
 : 11
 E : 34
 : 4
 : 16
 : 39



®