

GLENBARD SOUTH HIGH SCHOOL

STUDENT HANDBOOK 2017 – 2018

Glenbard South High School
23W200 Butterfield Rd.
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www.glenbardsouthhs.org

School Administration

Mrs. Sandra Coughlin	Principal
Mr. Jim Cuny	Assistant Principal, Operations
Ms. Lorie Cristofaro	Assistant Principal, Instruction
Mr. Taff Nielsen	Assistant Principal, Student Services
Mr. Tim Carlson	Assistant Principal, Athletics
Ms. Amy Velasquez	Dean of Students
Mr. Michael White	Dean of Students

Board of Education

Mr. Richard Heim, President
Ms. Mary Ozog, Vice President
Ms. Jennifer Jendras, Parliamentarian
Ms. Margaret DeLaRosa
Mr. Robert Friend
Ms. Martha Mueller
Ms. Judith Weinstock

Dr. David Larson, Superintendent

Property of _____

Address _____

Phone _____

In case of emergency, please notify:

Contact Name _____

Phone _____

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GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87

2017 - 2018 SCHOOL CALENDAR

August	14	All Teachers' Meetings (Institute)
	15	Staff Contractual Day (Students NOT in Attendance)
	16	First Full Day of Student Attendance
September	4	NO SCHOOL - Labor Day
October	9	NO SCHOOL - Columbus Day
	10	NO SCHOOL - Teacher's Institute
	25 - 26	*Students Attend School - Parent/Teacher Conferences in the Evening**
	27	NO SCHOOL - Non-Attendance Day
November	22 - 24	NO SCHOOL - Thanksgiving Recess
December	22	End of First Semester
	25	NO SCHOOL - Winter Recess Begins
January	8	NO SCHOOL - Teacher's Institute
	9	Classes Resume - Winter Recess Ends
	15	NO SCHOOL - Dr. Martin Luther King's Birthday
February	19	NO SCHOOL - Presidents' Day
March	2	NO SCHOOL - Teacher's Institute NO
	26	SCHOOL - Spring Recess Begins
April	3	Classes Resume - Spring Recess Ends
May	25	Last Day for Students
	TBD	Glenbard East Commencement
	TBD	Glenbard North Commencement
	25	Glenbard South Commencement
	TBD	Glenbard West Commencement
May	29 - 31	Emergency Days
June	1 - 4	Emergency Days

* Early Dismissal on October 25 & 26, 2017

** Although October 25 & 26 are designated as Parent/Teacher Conference evenings, parents are encouraged to meet with teachers for student conferences. This can be arranged by calling the school to make an appointment at any time during the school year.

May 29, 30, 31 & June 1, & 4 will be abated if not used for emergency reasons earlier.

Calendar adopted by Glenbard Township High School Board of Education on November 14, 2016.

Glenbard Township High School District 87 Strategic Plan

Mission: We are a community committed to inspiring and empowering all learners to succeed.

Vision: Our district is a safe, caring, diverse community of schools whose students are:
Knowledgeable People
Critical Thinkers
Effective Communicators
Quality Producers
Collaborative Workers
Responsible Individuals committed to a greater good in our world.

Inspire ... Empower ... Succeed

Core Values

Learner Focus: We make decisions in the best interests of our students. We believe that students should be responsible for their own learning.

Learning Community: We recognize that everyone shares in the responsibility of creating a safe, nurturing environment in which students are supported and encouraged to learn. We recognize that a partnership with parents and community is critical to our success.

Quality employees: We recognize that our ability to recruit and retain quality employees enhances the attainment of our mission and vision.

Continuous improvement: We will strive for continuous improvement, recognizing that being open to change is a risk worth taking.

Professional development: We believe that continued learning for faculty and staff keeps the district aligned to best practice and better equipped to achieve our mission and vision. Learning is an empowering, lifelong process.

Data analysis: We recognize that the use of data to enhance instruction and evaluate programs and processes ultimately increases student achievement.

Accountability: We acknowledge that individuals must be accountable for their performance, decisions, and actions that follow.

Communication and collaboration: We recognize effective communication and collaborative decision-making is vital to building understanding, relationships, and trust.

Resources: We will align our resources of people, time, technology, and money to make progress.

Priority 1: Create pathways to success for every student aligning standards, assessment, and instruction.

- Engage all students in problem-solving, critical thinking, and the capacity to construct knowledge while connecting curriculum to real-world contexts.
- Prepare students for successful transition into post-secondary education and careers through consistent course/subject learning targets, assessments of common course standards and outcomes, consistent use of best practice instructional strategies, and aligned staff development.
- Develop strategies to provide students with opportunities to take responsibility for their own learning.

Priority 2: Foster a supportive, safe environment that inspires learning and encourages engagement with the school.

- Provide intervention strategies to address significant achievement gaps for whom they exist.
- Create personalized learning environments that address each student's academic, social and emotional needs.
- Promote professional learning teams that make efficient use of collaboration time to improve student achievement.
- Improve student attendance at all schools.

Priority 3: Strengthen productive home, school, and community partnerships for education.

- Improve two-way parent and community communication systems to ensure needs and requirements are clearly understood, addressed, and responded to in a timely way. Seek parent and community input into decisions that affect them.
- Engage all facets of the Glenbard community to facilitate progress toward achieving the district's shared vision.
- Collect, report, analyze, and act on student, staff, parent, and community feedback on a regular basis.

Priority 4: Create a positive, collaborative, work environment dedicated to continuous improvement.

- Improve two-way communication systems between the district office and all schools to ensure all needs and requirements are clearly understood and responded to in a timely way.
- Seek staff input into decisions that affect them.
- Recruit and retain a highly qualified staff that reflects the diversity of our students.
- Set clear expectations for all employees and provide meaningful evaluation to celebrate strengths and provide opportunity for growth.
- Collaborate within and among schools and the district office to define district parameters while allowing for individual school autonomy.

Priority 5: Make efficient, effective, and equitable use of resources that are essential to the educational success of students.

- Develop a clear process to allocate financial resources aligned to strategic mission, vision, and priorities.
- Increase staff, parents, and community awareness of the district's five-year financial forecast and how district financial data compares with high school districts in the area.
- Support appropriate use of technology to enhance teaching and learning

Glenbard South Staff by
Department 2017-2018

ADMINISTRATION

Ms. Sandy Coughlin
Mr. Tim Carlson
Ms. Lorie Cristofaro
Mr. James Cuny
Mr. Taff Nielsen
Ms. Amy Velasquez
Mr. Michael White

ART

DEPARTMENT Dr.
Brian Dewald*
Ms. Tatiana Heise

BUSINESS

DEPARTMENT
Ms. Julie Fonda*
Mr. Wade Hardtke
Mr. Brian Ricci

ENGLISH

Ms. Linette Chaloka*
Mr. Kevin Berner
Mrs. Nancy Blecher
Mr. Mark Conrad
Mrs. Cynthia Demos
Ms. Erin Doyle
Mrs. Colleen Hiles
Mrs. Keely McCuiston
Mrs. Candace Vickers
Ms. Karen Zajac

FAMILY &
CONSUMER
SCIENCES

Mrs. Julie Fonda*
Ms. Christa Gifford
Ms. Kristin McKinney

FOREIGN LANGUAGE

Mrs. Cynthia McManus*
Mrs. Sue Giffey
Ms. Ruth Homan
Mr. Thomas Kallas
Mrs. Melissa Pero
Ms. Jessica Romanelli

GUIDANCE

Ms. Gloria Chapa-Resendez*
Ms. Ashley Bergmann
Mrs. Jamie Frodyma
Mr. Tim McGrath
Ms. Jennifer Pacheco

PSYCHOLOGIST
INTERVENTIONIST

Ms. Alyse Lucas

SOCIAL WORK
INTERVENTIONIST

Ms. Brittnee Hanson
Ms. Carmen Teague

SPEECH THERAPIST

Mr. Brian Lohman

INDUSTRIAL
TECHNOLOGY

Mr. Collin Voigt*
Mr. Douglas Gorski
Mr. James Snyder

LEARNING RESOURCE
CENTER

Mrs. Diane Mankowski
Ms. Katie Kirsch
Ms. Stephanie Wallace

MATHEMATICS

Mr. Haresh Harpalani*
Mr. Michael Beaumont
Mrs. Patty Clancy
Mr. Robert Dobosz
Mrs. Erica Hearn
Mr. Michael Hearn
Mr. Allen McWilliams
Mr. Thomas Nussbaum
Mrs. Nora Rizo

MUSIC

Dr. Brian Dewald*
Mr. Stephen Govertsen
Mrs. Stephanie Skizas

NURSE

Mrs. Barbara Smith

POLICE COUNSELOR
Deputy Hood

HEALTH/P.E./DRIVE ED

Mr. Robert Kichka*
Ms. Brittany Cardott
Mr. Derrick Crenshaw
Mr. Doug Gorski
Ms. Lisa Helle
Ms. Lisa Roy
Ms. Cassandra Soderstrom

SCIENCE

Mr. Collin Voigt*
Ms. Michelle Antonelli
Ms. Diana Fisher
Mr. Patrick Gan
Mr. Theodore Heyduck
Mrs. Sarah Lottino
Mr. Jeremy Meisinger
Ms. Amanda Raymond
Ms. Kathy Rossetti
Ms. Kristina Schwemin
Ms. Alyson Steele

SOCIAL STUDIES

Ms. Rita Guritz*
Mr. Robert Blecher
Mrs. Sarah Block
Ms. Emma Cecchin
Mrs. Gina Hamann
Mr. William Hiles
Mr. Brian Wojtun
Mrs. Jeanette Purdy

SPECIAL EDUCATION

Mr. Ronald Claussen*
Mr. Daniel Bledsoe
Mr. John Bonk
Mrs. Sarah Bryan
Mr. Ryan Crissey
Mr. Michael Douglas
Mr. Marco Eufrazio
Ms. Ellen Hull
Mrs. Sherry Hudson
Ms. Morgan Kaspereck
Mrs. Samantha Louras
Ms. Teresa Maras
Ms. Terese Murray
Mr. Justin Payne
Mrs. Pamela Petersen
Ms. Megan Webster
Ms. Tina Zupec

*Department Chair

Introduction

Glenbard South High School opened its doors to students for the first time in the fall of 1972. Glenbard South is a member of the Metro Suburban Conference. Other schools in the conference are Riverside-Brookfield, Fenton, Elmwood Park, Ridgewood, Illiana Christian, Timothy Christian, Aurora Central Catholic, St. Edward, Wheaton Academy, IC Catholic Prep, Chicago Christian and Guerin Prep High School. Glenbard South's school colors are Red, White, and Blue. Our school mascot is the Raider.

Fight Song

Hail to the Mighty Raiders of Glenbard South
Through every trial, we'll be loyal and devout.
Our glory shines for the Raiders
Red, White and Blue
We pledge ourselves to the making of an
honored Glenbard way.

Alma Mater

As the sun will rise and the stars will shine,
We will be true to Glenbard South High
And to the mysteries that we have seen,
And to the Raiders who wave their banner high.

The red, white, and blue brings us victory.
We will treasure all our memories.
And the sun may set but the stars still shine. We will
always be a part of Glenbard South High.

THIS WE EXPECT FROM THE STUDENTS:

We expect all students to achieve to the best of their ability. Learning is enjoyable and rewarding, but it requires a student to work hard. We have high academic standards because our students have both the ability and the desire to learn. High school represents a vital opportunity to obtain a well-rounded general education necessary for success in the workplace.

We expect students to attend every meeting of every class. There are no "ditch days." It is impossible to benefit from classroom learning experiences without consistent daily attendance. Students who accumulate an excessive number of unexcused absences may be denied credit.

THIS WE ASK FROM PARENTS/GUARDIANS:

We ask parents to be aware of our expectations for students. Parents can be informed by attending our Open House sessions, by using the Student Handbook and by contacting us with all questions and concerns. Good communication will enable us to solve our problems **TOGETHER!**

GENERAL INFORMATION

ARMED SERVICE RECRUITERS

Legislation provides provisions that armed services recruiters will have access to students' names, addresses and phone numbers. If you wish your student to opt out of having this information given to the recruiters, you must notify the school in writing.

CAFETERIA PREPAYMENT

Online cafeteria Prepayments– A link to a secured website service for submitting prepayments can be found on the District 87 website: www.glenbard87.org. The website accepts credit cards and uses the student ID number to enter deposits into the District 87 cafeteria prepayment system. After creating an account, the balance can easily be checked using the link on www.glenbard87.org. End of School Year Balances - Money remaining in a student's account at the end of the year will remain in the account to be used the following school year. If requested in writing by a parent, account balances for graduating seniors or students moving out of the district can be transferred to other family members, or if more than \$10.00, refunded at the end of the school year. Refund checks will be mailed to parents. No cash refund will be issued. Students should spend balances of less than \$10.00 since no refund will be issued for this amount.

DIRECTORY INFORMATION

The District may release certain directory information regarding students, except when parent(s)/ guardian(s) may prohibit such a release. Directory information is listed in Board Policies.

INSURANCE

Glenbard Township High School District 87 provides supplemental student accident insurance coverage during the school year for each enrolled student, except for participation in tackle football or ice hockey. Benefits are secondary to all other collectible insurance. Parents may purchase optional 24-hour coverage, tackle football or ice hockey coverage. Accidents or injuries must be reported to the appropriate staff member--teacher, coach, trainer or nurse--as soon as possible. Information is available in the Athletic office and the Main office. Note: Check your insurance policy. It may exclude certain sports!

STUDENT IMAGES

Glenbard District 87 reserves the right to use images, photographs or likenesses of students, while engaged in school activities, in digital, video or printed form and to allow the media into the school to cover non-public events, accomplishments and news stories and to use images, photographs or likenesses of students, in electronic, video or printed form. Unless parent or guardian requests in writing to the Assistant Principal for Student Services **within the first 30 days of school** that identifiable images of his or her child not be used, Glenbard has the right to participate in publicity actions as stated above. Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes examples such as information/photograph for the yearbook, award listings such as honor roll, and classroom projects highlighted in digital and print form.

STUDENT RESIDENCY

1. Under Illinois law, only students who are residents of the Glenbard School District may be admitted to a Glenbard High School.
2. Students who are not residents of the School District may be admitted if approved by the Superintendent and must pay tuition. The only exceptions are that:
 - Students in certain exchange programs may attend tuition free;
 - An enrolled resident student who becomes a non-resident during the school term may continue to attend tuition free until the end of the regular school term in June.
3. Only students who live in the School District with their custodial parent or guardian will be regarded as residents.

4. Students who are determined not to be residents may be denied enrollment or disenrolled and subject to payment of tuition.
5. Anyone who misrepresents facts in relations to the residency of a student may be subject to criminal and civil legal proceedings.

STUDENT INFORMATION

WHOM TO SEE FOR WHAT

Often students and parents do not know whom to see in school for specific information. Here is a handy check-list reference.

Academic Problems	Guidance Counselor
Advanced Placement	Lorie Cristofaro
Attendance Problems	Attendance Office
Bus Information	Mr. Cuny
Club Information	Mr. Nielsen
Driver Education Information	Mr. Kichka
Guest Pass for Social Event	Student Services
Harassment	Mr. Nielsen
Locker Issues	Student Services
Lost and Found	Attendance Office
Parking	Student Services
Physicals	Nurse's Office
Student Resource Officer	Student Services
School I. D. Card	Attendance Office
School Fees	Mr. Nielsen
Sports Information	Mr. Carlson
Student Rights	Mr. Nielsen
Summer School	Guidance Office
Theft	Student Services
Transcripts	Guidance Office
Vehicle Registration	Student Services
Waiver/Free Lunch Program	Mr. Nielsen
Work Permit	Guidance Office

ACTIVITY PASS

An Activity Pass allows students admittance to all home athletic contests and is included in the registration fee. The pass does NOT include admission to musicals, plays, concerts, and regional or sectional athletic contests and special tournaments.

COMMONS/CAFETERIA

During the lunch periods, the Commons serves as our cafeteria. The cafeteria provides a variety of items ranging from hot and cold lunches, to beverages and snacks for students. Every student is assigned a 48 minute lunch period daily and should take advantage of the services offered in the building. In order to promote cleanliness and efficient food service, students are expected to be courteous to staff and students while observing the following rules:

- Students should be in the Commons when the bell rings
- Pick up all litter after eating
- Recycle when possible
- Food may not be taken out of the Commons
- No disruptive behavior – No loud talking, shouting, throwing things, standing, or running

- Students may not leave the Commons unless they have been given a pass or permission from a supervisor
- Student not permitted to order food from outside vendor

LOCKERS

During registration, students will be assigned a locker to be used for as long as they are students at Glenbard South. Students will be issued a lock at the beginning of the school year. Overflow areas will be used as needed in predetermined areas.

Lockers by Area:

1 – 230	-	Main floor, between tower and LRC
501 – 758	-	Main floor, between LRC and Science
1001 - 1364	-	First floor of tower
2001 - 2354	-	Second floor of tower
3001 – 3346	-	Third floor of tower

Lockers by Class:

Freshman	501-758
Sophomore	3001-3346
Juniors	2001-2354
Seniors	1001-1364

Lockers should not be shared. It is the student's responsibility to keep their locker locked at all times. Any problem with a lock or locker should be reported to Student Services. The school will not be responsible for items missing from a student's locker. **STUDENTS ARE URGED NOT TO KEEP VALUABLES OR MONEY IN THEIR LOCKERS. SCHOOL AUTHORITIES RESERVE THE RIGHT TO OPEN AND EXAMINE THE CONTENTS OF ANY LOCKER AT ANY TIME WITHOUT CONSENT OF THE STUDENT.**

LOST AND FOUND

- Articles found in the school should be turned into the Attendance Office. Students who have lost an item should check at the Attendance Office to see if the item has been turned in.
- Unclaimed items will be disposed

PARKING AND DRIVING

Only seniors enrolled in their 4th year of high school or students enrolled in Zero Hour P.E. will be permitted to purchase a parking permit.

Each school day a very specific driving pattern will be enforced to promote safety and security of the students while they are entering and exiting the building. Please follow all posted signs for directions and abide by all rules of the road. Glenbard South security guards are available to answer questions and provide assistance.

1. All rules of the road for safe driving must be followed.
2. The school district is not responsible for theft(s) from or damage to any vehicle when parked on school grounds or parked on property controlled by the school district.
3. Motor vehicles in the school parking lot, on school property, or property leased to the school, or in any parking space provided by the school, and any personal effects therein, will be subject to a search at any time. The search may be conducted without notice to or consent of the student, without suspicion of wrong-doing, and without a search warrant. The administration is permitted to request the assistance of law enforcement officials when searching for illegal drugs, weapons, or other illegal or dangerous items, and such search may include sniff searches by dogs. School officials may turn over evidence that a student violated or is violating the law, a local ordinance, or a school rule or policy to law enforcement officers.

4. Student vehicles must be properly parked in a valid parking stall (yellow lines only). Students parked illegally in handicap, staff, visitor, or bus parking areas, or in crosswalks, on sidewalks, or anywhere other than a marked parking stall will be cited.
5. Freshman and sophomores will not be issued parking permits and are not permitted to drive or park.
6. Motor vehicle trouble, excessive traffic or parking problems are not acceptable reasons for being tardy or absent.
7. Permit must hang from rearview mirror. Permits are not to be taped on vehicle.
8. Permit must be registered to the family that owns this vehicle and to the student that drives this vehicle.
9. If driving a different vehicle that is not registered with the Dean's office, the student must notify security at entrance #4.
10. Students are to park ONLY in spaces that correspond with the number on the parking permit.
11. All visitors or students using the temporary parking area must be registered at the main desk located at Entrance #4.
12. Any student who sells their permit or is found with a permit reported lost, stolen or any permit, which does not belong to them, will be barred from any future parking privileges.
13. Students are not allowed to leave via car from school grounds without an authorized pass from the nurse, dean, or attendance office. Violations will result in revocation of privileges.
14. There is no overnight parking of any vehicle on school property. All cars must be removed at the end of school activities.
15. If the registered vehicle is sold or inoperable, the permit MUST be removed. The new vehicle must be registered with the Dean's Office and the permit moved to the new vehicle
16. If the permit is lost or stolen, a replacement permit may be purchased at a prorated cost.
17. If a student has tardies, truancies, failing grades in classes or has failed to comply with dean instructions for behavior issues, the student will lose parking privileges.
18. Failure to observe the rules indicated above may result in any of the following in any order:
 - Dean's Office Intervention and note in discipline file
 - Warning sticker on vehicle
 - Revocation of parking privileges
 - Sheriff's Ticket
 - Vehicle towed at the owner's expense

Temporary parking is available each day. Parking is first come, first serve. All cars must be properly registered at the Security Desk located at Entrance #4.

Enforcement of Traffic Violations on School Grounds Pursuant to a written agreement between the School Board of Glenbard Township District 87, and the County Board of DuPage County, traffic violations on the school grounds of Glenbard South High School will be enforced by the DuPage County Sheriff's Office, in accordance with the Illinois Vehicle Code. The Sheriff's Office is taking a proactive stance to ensure that students and staff are safe on the school grounds. BE ADVISED that any traffic violations will be strictly enforced.

HEALTH CENTER

Our certified school nurse is available in the Health Center throughout the school day. A student who needs to see the nurse during the day must obtain a pass from his/her teacher before going to the Health Center unless an emergency situation exists. No student will be excused from school unless a parent, guardian or a person designated as an emergency contact has been notified and appropriate transportation arranged. Students need to see the nurse **prior** to calling or texting parents by cell phone. Follow the school policies regarding the use of cell phones. **See also Policy 7:100 Health Examinations, Immunizations, and Exclusion of Students, Policy 7:285 Allergy and Policy 7:7270 Administering Medicines to Student.**

PHYSICAL EDUCATION MEDICALS & EXCUSES

The Health Office upon request will issue Physical Education medicals and excuses from a Licensed Physician only. Parent and medical excuses need to be presented to the Health Office. Parent and/or student requests are acceptable up to three (3) days per semester. The physician's office may FAX the medical excuse to the attention of Ms. Barbara Smith, RN (630) 469-6572.

SCHOOL COUNSELING DEPARTMENT

The School Counseling Department offers a group of services designed to assist students to develop their talents and to benefit from Glenbard South's educational program. In addition to school counselors, the department includes the services of a school psychologist, a school social worker and an interventionist.

Glenbard South school counselors are professional educators with a mental health perspective who understand and respond to the challenges presented by today's diverse student population. School counselors do not work in isolation; rather they are integral to the total educational program. They provide proactive leadership that engages all stakeholders in the delivery of programs and services to help students achieve success in school. School counselors align and work with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21st century. This mission is accomplished through the design, development, implementation and evaluation of a comprehensive, developmental and systematic school-counseling program. The ASCA National Model: A Framework For School Counseling Programs, with its data-driven and results-based focus, serves as a guide for Glenbard South's School Counselors.

Counselor Assignments 2017-2018

Class of 2021(Freshmen) A-E.....Ms.Pacheco F-L.....Mrs.Frodyma M-Sch.....Mr.McGrath Se-Z,Off Campus & Life Skills.....Mrs.Chapa-Resendez	Class of 2020(Sophomore) A-E.....Ms. Pacheco F-Ma.....Mrs. Frodyma Mb-Z.....Mr. McGrath OffCampus&LifeSkills.....Mrs.Chapa-Resendez
Class of 2019(Juniors) A-Eh, Rj-Sp...Ms. Pacheco Ei-Ke, Pm-Ri...Mrs. Frodyma Kf-Pl.....Mr. McGrath Sq-Z,ELL, Off Campus & Life Skills.....Mrs. Chapa- Resendez	Class of 2018(Senior) A-C, Mc-Nd...Ms. Pacheco D-J, Ne-Q.....Mrs. Frodyma K-Mb, Ra-Rn...Mr. McGrath Ro-Z, ELL,OFF CAMPUS & Life Skills..Mrs.Chapa-Resendez

Glenbard South School Counselors Implement the School Counseling Program by Providing:

Classroom Guidance

- Postsecondary planning and application process
- Career planning
- Education in understanding self and others
- Career awareness and the world of work
- First-generation college bound student support
- Small group guidance lessons in academic, career and college planning

Individual Student Planning

- Goal setting
- Academic plans
- Career plans
- Problem solving
- Education in understanding of self, including strengths and weaknesses
- Transition plans

Responsive Service

- Communication, problem-solving, decision-making, conflict resolution and study skills
- Short-term individual counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Coping Strategies
- Consultation/collaboration with outside counseling agencies
- Referrals to community counseling resources and mental health services

(Adapted from the American School Counselor Association)

AP - Advanced Placement Courses

It is the expectation that students enrolled in AP courses take the College Board AP exam in the spring. Students who elect NOT to take the College Board AP exam will take final exams according to course guidelines. This may include second semester seniors who are passing the course with an A(5), B(4), or C(3).

ASAP-Academic Supports and Progress

ASAP is an after school program designed to provide a structured environment where students can complete homework assignments, write papers, study for tests, and receive academic support and/or tutoring as needed. The mission of ASAP is to improve academic achievement for students who have failed or are in danger of failing courses and promote individual responsibility. Students are referred by their counselor to this program.

Final Exams for Seniors

Second semester seniors who are receiving a grade of F(1) or D(2) in a course may be required to take a final exam. Teachers will administer finals. Any questions regarding final exams should be first directed to the individual course teacher. Further questions should be directed to the course department chairperson. Any questions on whether or not a class is needed for graduation should be directed to the student's school counselor.

NHS Tutors

Students who need help in academic courses may request a peer tutor that will work with student one-on-one. Request forms are available in the School Counseling department. Please be aware that there are a limited number of peer tutors available. School counselors have lists of additional tutoring resources available for hire.

Resource

Resource offers opportunities for students with failing grades to receive academic assistance. Only students that are enrolled in a study hall, failing a class and are recommended by a teacher are eligible. Student attendance and academic progress will be monitored. Students who refuse or fail to attend will be assigned a disciplinary consequence.

Student Grades

Student's progress can be viewed online through Powerschool. Grades are posted by the student's teacher. Semester grades are available online; report cards are no longer mailed to the student's home. Student performance should be reviewed often.

Study Hall

Some students may choose to take study hall during the regular school day. All rules and regulations regarding attendance, tardiness and student behavior that apply to academic classes also apply to study hall. Students in study hall are expected to bring materials necessary to spend the period working quietly.

TCD - Technology Center of DuPage

Students who have enrolled in classes at TCD are expected to follow the rules and regulations regarding attendance, tardiness and student behavior that apply to other academic classes. These expectations apply at TCD and travelling to and from TCD. All students will be transported to and from TCD on school buses. No student may drive to TCD without permission from the Dean's Office acquired at

least 24 hours in advance. A student who drives to TCD without permission may have their vehicle towed and will be subject to discipline in the Dean's Office.

Work Permits

Work permit forms for students under the age of 16 may be secured from the Guidance Office. A Form needs to be picked up and filled out by parent and employer and returned to the Guidance Office. Student must be present to sign the Work Permit.

LEARNING RESOURCE CENTER AND STUDIO SOUTH

The library has books, magazines and A/V equipment for students to check-out. To ensure the availability of these materials to all students and to promote a study-oriented atmosphere, certain procedures must be followed. The library is open from 7:00 a.m. - 3:30 p.m on most school days and students can choose to come to the library from their lunch or study hall period. However, students cannot be guaranteed regular access to the Library during their study hall or lunch period, because there is a limited amount of space. When it is necessary to close the library or have limited student access, a sign will be posted outside the library noting the period and availability.

Student Responsibilities

- The library is a shared open space between classes, teachers and students. During lunch/study hall, we ask that students work at a reasonable volume and respect their peers and staff members.
- When using the library, students are expected to conduct themselves in a manner consistent with the guidelines described in the "School Discipline and Conduct".
- Designated quiet study areas and group work areas should be respected.

Signing In and Out

During the school day and after school, all students must sign-in at the library's check-in desk located near its main entrance. Any student leaving the library or Studio South during a class period must stop at the library's entrance desk to receive a hall pass or to show the hall pass written by a classroom teacher whose class is meeting in the library.

Student Attendance from Study Hall

- There are a limited number of study hall to library passes each period. All students must attend study hall prior to being released to the library. Students should be prepared to show their school ID.
- The study hall student must remain in the library for the entire period.
- Study hall students who need to meet with a teacher in the library should request a pass from their teacher and use one of the study hall period passes to the library.
- Study hall students are not permitted to go to the lunch-room during their study hall period.

Lunch Students in the Library

- Food is not allowed near computers or tech equipment.
- Students who want to eat in the cafeteria for part of their lunch period can choose to use the library for the first half or the second half of their lunch period.
 - Library then Cafeteria- Sign-in at entrance desk before lunch period begins. At half period chime, sign-out and request a pass to lunch.
 - Cafeteria then Library- Stop in library first and request a pass to come during the 2nd half. Leave the lunchroom at the mid-period chime, show lunch supervisor pass. Turn in pass and sign-in at the library entrance desk.

Borrowing Books & Equipment

- Students should present their ID cards before checking out library materials or audio-visual equipment. Students may NOT checkout materials for other students. Some audio-visual equipment requires parent permission before checkout.
- Book Late fines = 10 cents per item, per day
- Late A/V Equipment = \$5 per day

SCHOOL SAFETY

School safety is everyone's responsibility. In order to ensure the safety of all students and staff, Glenbard South has implemented drills and procedures that are reviewed and updated on an annual basis.

STUDENT IDENTIFICATION CARDS

- Each student **MUST** carry his/her identification card at all times.
- If the I.D. card is lost, please report to the Attendance Office so that a new card may be issued for a fee.
- Refusal to produce an I.D. card to a staff member when requested will be considered insubordination.
- Students arriving to the building late or returning to the building must use Entrance #4 and show their student I.D
- Students are permitted 5 temporary I.D cards each semester. Additional I.D cards may be purchased in Student Services for a fee of \$2.

EMERGENCY DRILL AND EVACUATION PROCEDURES

Glenbard South maintains a comprehensive crisis response manual that is updated annually. Within each room there is an emergency procedure checklist that provides detailed directions in the unlikely event of various emergencies. We expect all students to respond seriously to all real or practice drills related to emergencies.

SCHOOL RESOURCE OFFICER

Establishment of the School Resource Officer program permits the DuPage County Sheriff's Department to work directly with school officials towards a prevention orientation and facilitate and foster positive relationships with high school students and employees. Further, it facilitates increased attention of youth programs, concerns, and unlawful activities on a proactive, rather than reactive basis. The goal is to promote a positive learning and educational environment for high school students and a solid, healthy community environment.

VISITORS

- Students are not allowed to bring guests to school. There are, however, some circumstances under which a student might be allowed to bring a visitor to Glenbard South. Permission must be arranged at least two days in advance through the Dean's Office.
- Community members who are not associated with the school are not allowed to visit students or staff or to be in the halls except to go to the Main Office. All visitors will sign in and produce a valid license or state ID immediately upon entering the school building through Entrance #4. Violators will be reported to the police.

SCHOOL BEHAVIOR AND CONDUCT

A primary concern of the school is to help the student to develop self-discipline. We expect our students to show high personal standards of courtesy, honesty, morality, and citizenship. While on school premises, riding in school buses or at school sponsored activities, wherever located, students are expected and required to behave in an orderly and appropriate manner with due regard and respect for the rights of others, the rules and regulations of District #87 and Glenbard South, and the directives of school personnel. Students are subject to appropriate disciplinary measures for unlawful or improper conduct.

If a student acts in an unacceptable manner, a Behavior Report may be sent to his/her parents. This report includes a description of the behavior and what has been done in an attempt to correct the problem. A student receiving disciplinary action has the right to request a review of the disciplinary action. A student or parent/guardian may initiate a due process hearing by contacting the office of the Assistant Principal of Student Services.

At times this handbook states specific places at which students are subject to disciplinary rules. However, discipline may be imposed for any of the misconduct which is described in this handbook and which occurs on school grounds, at school-sponsored activities, in connection with student transportation or at any place where the misconduct has a reasonable relationship to school.

Also, at times, in this handbook, specific penalties are specified for certain types of misconduct. These penalties will generally be followed, but in appropriate circumstances any violation of any of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be subject to disciplinary interventions or expelled.

Finally, repeated violations of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled, even though any particular violation by itself might not warrant disciplinary interventions or expulsion.

The following information is listed in alphabetical order.

Academic Honesty

- (See Board Policy...7:215 & 7:215-R1)

Alcohol and Drugs

The possession of any apparatus or paraphernalia designed or intended for smoking, inhaling, or ingesting any illegal substance may result in a discipline intervention and recommendation for expulsion.

Consumption or possession of, being under the influence of, transferring any illegal or controlled substance including, but not limited to, narcotics, alcohol, unlawful drugs, or "look alike" drugs may result in a discipline intervention and recommendation for expulsion. Buying or selling alcohol or drugs will result in a discipline intervention and recommendation for expulsion. Students who furnish and/or sell alcoholic beverages, unlawful drugs, controlled or "look alike" substances to other students or persons before, during or after school; before, during or after school sponsored events – home or away, may receive a discipline intervention and recommendation for expulsion.

In each instance, appropriate police authorities may be notified. (See Board Policy...7:190)

Arson, lighting fires, activating a false fire alarm, or unauthorized use of a fire extinguisher

- Any violations of the above will result in a discipline intervention and recommendation for expulsion. (See Board Policy...7:190)

Bomb threat or initiating a false report of a bomb on school premises

- Any violations of the above will result in a discipline intervention and recommendation for expulsion. (See Board Policy...7:190)

Bus Conduct

- Students are expected to maintain appropriate behavior while on a bus and at the bus stop. (See Board Policy...7:220)

Dances

In order to provide an appropriate and safe environment for all students, the following expectations for all students at dances and socials are in effect: (Students who do not abide by standards will be asked to leave the dance and parents/guardians will be contacted.)

- A Glenbard South student may bring one guest, high school through age 20, to a dance by obtaining a guest pass in the Dean's Office prior to the event. The school retains the right to refuse guests.
- Students must have their I.D. card to be admitted to the dance and social.

Behavior at Dance/Social

- Students who come to a dance under the influence of drugs and/or alcohol will face school consequences and may be banned from other dances for up to a year.
- There is to be no use of electronic cigarettes, tobacco, alcohol or drugs in the school building or on the school grounds. All school rules and regulations are in effect and apply to Glenbard South students and their guests.
- Appropriate dancing is expected. Students deemed to be dancing in an inappropriate or sexually explicit manner may be asked to leave and will not receive a refund.
- The Glenbard South dress code will be enforced. Dances are considered semi-formal events – No jeans. Girls should wear a dress, skirt or dress pants with appropriate tops; boys should wear shirt and tie with appropriate pants. Students who are denied entry due to inappropriate attire will NOT be given a refund.

Entering or Exiting Dance or Social

- Students are required to be at the dance no later than 30 minutes after the start time of the dance. No one will be admitted after that set time and students will not be given a refund for arriving late. Students are also required to remain at the dance and leave no sooner than 30 minutes prior to the conclusion of the dance. School administration reserves the right to make changes at anytime.
- Students are not permitted to leave the dance unless an administrator has granted prior approval. A student who leaves the dance without permission of the supervisor will not be readmitted.

Displays of Affection

Shows of affection are quite common and acceptable to a certain point. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and intimate contact are embarrassing to others and show little respect for the reputation of the partner involved. They are also considered inappropriate in a school setting. Violations may result in a Dean consequence or parent conference.

Dress Code and Appearance

Dress or appearance which presents a health or safety hazard, which materially and substantially disrupts the educational process, or which is prohibited by school dress requirements will not be allowed. (See Board Policy...7:160)

An individual's dress, personal appearance, and cleanliness, as well as his/her behavior, demonstrate his/her sensitivity to and respect for others. Glenbard South recognizes that a

student's appearance is mainly the responsibility of that student and the parents. Health and safety standards must be maintained at all times for the protection of the student. **If, in the judgment of school officials, modes of dress or appearance are distracting or disruptive to the progress of the educational program, the student and parent will be notified and the student will be required to change immediately.**

The following dress code is in effect:

- No caps, hats, or head coverings (religious exceptions) may be worn in the building during the school day, which includes co-curricular activities within the building after regular school hours.
- No garments depicting alcohol, drug, or violence may be worn at school.
- No garments with messages or symbols that have inappropriate language or sexual actions on them may be worn at school.
- No clothing considered to be revealing will be allowed on males or females. This would include but not be limited to shirts which reveal bare midriffs, shirts with bare backs, shirts with spaghetti straps or shirts without two straps. Shorts and skirts must provide sufficient coverage-mid-thigh is recommended.
- No coats, jackets and outdoor-wear garments may be worn in the building during the school day. These items should be placed in student locker upon arrival to school.

Electronic Devices (Cell Phones, IPADs, and other devices that access Internet gateway)

Use of cell phones or other electronic devices that access Internet gateways are permitted and consistent with the district-wide "Bring Your Own Technology" policy. The purpose of this program is to extend and enrich the learning environment of Glenbard South. While use of technology in the building is allowed and often encouraged, it should not be used to interfere with the educational process and/or disrupt orderly conduct within the building. Here are some of the ways in which electronic devices should be used to enhance learning at Glenbard South:

To access authorized data or files that are relevant to the classroom and done under the guidance of a teacher.

- To work on an assignment for a class.
- To maintain discussion with a classmate about a topic in the course using an approved discussion tool.
- To listen to an educational podcast or view an educational video. TED talks and Khan Academy videos are examples of appropriate sites. (Remember to use your headphones.)
- To create an interactive assignment through technology
- To organize your life by reviewing/updating your calendar, to-do list, or address book.

Inappropriate uses of technology devices should be noted by all students:

- All BYOT devices should be turned off and out of site when directed to do so by a teacher or staff member.
- During assessments, unless otherwise directed by a teacher, all BYOT devices should be put away and turned off.
- Students may transmit only appropriate content while using the District's network. At no time may a photographic image of any person on campus be made, posted or shared.
- Devices are prohibited from bathrooms, locker rooms, and other areas where there is an expectation of privacy.
- Use of a BYOT is subject to overall student discipline policy.
- Please note that for safety reasons headphones are not permitted in the halls once the bell for the first period has rung.
- Glenbard reserves the right to restrict student technology use on a case by case basis.

Consequences for violations will result in the following:

Offense	Consequence
1 st -2 nd Offense	Warning- Student must pick up device in Student Services at the end of the day.
3 rd or more	Parent/Guardian must pick up device in Student Services during school hours. Student will receive a discipline intervention.

Technology Device Training and Support

To support our students when they receive their I-Pad in August, each student is required to take part in a training program. This training is conducted by a teacher and focuses on basic functions and setup, appropriate use, First-Class email, PowerSchool, and accessing textbook applications.

If students encounter a problem with their District-leased I-Pad, they should report to the Tech Help Bar, in the library. Depending on the issue, it may be resolved at that time, or moved to one of our technicians for additional support. In all cases of loss or theft, the District requires that a police report be filed and a copy of the report be submitted along with the insurance deductible, if applicable, before a replacement device will be issued. In some cases a device will be issued after a school technician evaluates the problem.

Fighting

Disputes between members of the school community should be resolved through proper non-violent channels. Students who engage in a fight on school property or at a school function will receive a discipline intervention and may be recommended for expulsion. Pushing, shoving, wrestling, etc., will be considered fighting regardless of the intent. In addition to school consequences, charges by the police authorities may be pursued. Glenbard South views fighting as a serious safety concern and will make every effort to remove students who continue to engage in fighting behavior. Multiple incidents of fighting during a student's career may result in a recommendation for expulsion. (See Board Policy...7:190)

Firearms, Weapons

Possession, transfer, sale or use of any firearm, knife, air pistol or other object which may reasonably be considered a weapon is strictly prohibited. The offense may result in suspension from school, referral to the appropriate criminal authority and a recommendation for expulsion from school (See Board Policy...7:190)

Forgery

Forgery of passes, forged attendance calls or notes from parents is never acceptable. The penalty for forgery will result in a discipline intervention.

Games and Extracurricular Events

Glenbard South has the right to deny entry into games and/or extracurricular events. Students are to be on their best behavior and follow all rules and expectations as set forth in the Handbook and proudly represent Glenbard South. Elementary and middle school students must be accompanied by a parent or guardian while on school property

Gambling

Gambling, card playing and/or contests for money are prohibited by state law and are not allowed on school grounds. Students may receive a discipline intervention for gambling.

Gang Activity

Gang activity includes, but is not limited to:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which evidences membership or affiliation to any gang or cult.

- Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang or cult.
- Drawing gang or cult related graffiti or distributing gang or cult related literature.
- Any other activity in furtherance of the gang or cult that violates Board policy.

The penalty for the 1st incident will result in the student signing a “Gang Contract.” Further gang activity may result in a student receiving a discipline intervention, referral to law enforcement and with a recommendation to the School Board for expulsion. (See Board Policy...7:190)

Harassment /Verbal Abuse/Bullying

Insults, derogatory names, racial/ethnic slurs create an environment or climate of disrespect, fear or intimidation. Students experiencing the above should report the incident to a teacher, counselor, dean, or other staff member immediately. (See Board Policy...7:180 & 7:190)

Inappropriate, Abusive or Foul Language

Inappropriate, abusive or profane language or gestures, slander or libel in any form are never allowed in school. Depending on the severity, students may receive a discipline intervention for inappropriate, abusive or foul language. (See Board Policy...7:190)

Insubordination

Insubordination shall be defined as refusal to comply with reasonable, established and well-defined school rules and regulations or refusal to obey reasonable directions or instruction of school personnel. Students may receive a discipline intervention for insubordination. (See Board Policy...7:190)

Laser Pointers

Laser pointers have been deemed inappropriate and dangerous to the naked eye, and are strictly prohibited. Students may receive a discipline intervention for inappropriate use of laser pointers.

Locker Rooms

Students are not to be in the locker rooms without proper authorization. Students may receive a discipline intervention for violations of this rule.

Loitering and Campus Boundaries

Students are not allowed to congregate in the halls, field house, the parking lot, in cars, near the tennis courts, or athletic fields without permission from or under the direct supervision of a staff member. Students who have early dismissal are expected to leave the campus immediately or receive permission to stay on campus from a staff member.

Students may receive disciplinary interventions for not following these guidelines. For the purposes of disciplinary action, the Glenbard South campus will be defined as all property belonging to District 87, the sidewalk adjacent to the school south of Butterfield Road, and the sidewalk path extending from the parking lot to Foxcroft subdivision on the northwest section of the campus. Students in these extended areas will not be supervised unless they are engaged in a school-sponsored activity. Inspection and observation of these areas will take place periodically for purposes of enforcement of school rules.

Off Campus Privileges

Off campus privileges or open lunch is ONLY available to seniors. Freshmen, sophomores and juniors must remain on campus during the school day. In order to be classified as a senior student, the student must meet all academic requirements and must be enrolled in his/her 4th year in high school. Students will receive a discipline intervention for violating this rule. Seniors may be denied open lunch if they are in an “intervention”.

*If a student is caught driving underclassmen off-campus during school hours, the student may lose their parking privileges.

Physical Threats, Assault, Intimidation

Physical threats, assault, and/or intimidation toward another student or staff member are prohibited. Disciplinary interventions may include, recommendation to the Board of Education for expulsion and/or referral to police authorities. Students experiencing the above should report the incident to a teacher, counselor, dean, or other staff member immediately. (See Board Policy...7:180 & 7:190)

Safety and Supervision After School

In order for students to experience positive extracurricular activities, all after school activities require a supervisor. Each day, at 2:45 p.m., all students who are not under the direct supervision of a staff member will be asked to leave the school property. If a student is unable to leave the school property he/she may be assigned to an area of the building where a staff member will supervise you. Failure to comply with a directive to leave the building or move to an assigned area will lead to a progression of discipline interventions including a No Trespassing Letter, and possible arrest.

Smoking/Tobacco/Electronic Cigarettes

Smoking, possession of cigarettes, possession of electric cigarette/inhaler, possession chewing tobacco or “snuff” are all prohibited in the school and on the school grounds. This applies to students while at school functions.

The penalty for violations may result in the following consequences:

1st Offense	Discipline Intervention and referral to law enforcement
2nd Offense	Increased Discipline Intervention and referral to law enforcement
3rd Offense or more	Increased Discipline Intervention and referral to law enforcement

Sorority, Fraternity, or Secret Society

Soliciting membership in, promising to join or joining a sorority, fraternity, or secret society, any gang or secret society related activity, drawing symbols, graffiti, or the assembling of individuals in gangs etc., will not be tolerated. Upon initial violation of a minor, the Assistant Principal for Student Services and the police liaison officer will make the parent aware of the seriousness of such activity. Students involved in a repeat occurrence may receive a discipline intervention.

Students Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school resource officers. (See Board Policy...7:140)

Theft/Possession of Stolen Property

Theft of or possession of the property of the school, school personnel, or the property of other students is forbidden. Students may receive a discipline intervention, restitution and referral to the appropriate criminal authority.

Trespass Notice

No person or persons are to enter school property without lawful purpose for being present. Violation of this notification will result in legal action and may subject him/her to arrest and prosecution for the offense of CRIMINAL TRESPASS.

Unauthorized Entry

All students must enter the building using the main entrance (Door #4) during the school day (between the hours of 7:35am - 2:35pm). Students that enter or open the door

Unauthorized use of computers

School computers must be used appropriately and for school purposes. Infraction of this rule may result in a discipline intervention and recommendation to the Board of Education for expulsion.

Unauthorized alteration of school records

Infraction of this rule may result in a discipline intervention and recommendation to the Board of Education for expulsion.

Vandalism

Vandalism to school property, the property of school personnel or the property of other students is forbidden. Infraction of this rule may result in a discipline intervention and recommendation to the Board of Education for expulsion. Police will also be notified.

DISCIPLINARY CONSEQUENCES (In alphabetical order)

Behavior Intervention Assignment “BIA”

- Students may be assigned a Behavior Intervention Assignment for violating District 87 and/or Glenbard South High School rules and regulations. During the BIA assignment, students will spend their normal academic school day in the BIA room. Students must be on time and follow all BIA rules. Students will be escorted out of the building after BIA. The administration has the right to deny a student from attending any sports, clubs, or activities on the day of their BIA.

Detention

- Teacher’s detentions may be assigned for a violation of school or classroom rules. They are to be served with the teacher. The teacher will make an attempt to contact the student’s parent/guardian. Failure to serve a teacher’s detention will result in an increased consequence and referral to the Dean’s office.
- Dean’s detentions must be served within three (3) days. Failure to serve a Dean’s Detention will result in increased consequences.

Detention hours are from 2:45p.m. until 3:45p.m. and 6:55a.m. until 7:30 a.m. They may also be assigned during a students lunch hour. Students must be on time.

Extended Day Detention “EDD”

- Extended Day Detention (EDD) meets after school from 2:45p.m.– 4:45p.m. Students must be on time. Times are subject to change based on modified school day.

Mediation

- In some cases mediation may be used to resolve a conflict with a student or between students. The mediation will be facilitated by a dean.

Out-of-School Suspension

- Students suspended out of school will not be allowed on school grounds or at any District 87 event throughout the duration of their suspension. Students will be expected to complete all classroom work in a timely manner.

Restorative Intervention Assignment (RIA)

- In some cases when a student has had a significant discipline issue, the dean may assign a student to a Restorative Intervention Assignment. This program requires that:
 - Students are on time for the duration of the program (3pm-7pm).
 - Students may not be on Glenbard South’s property while serving a RIA.
 - Students are expected to complete all classroom work.
 - The administration has to right to deny a student from attending any sports, clubs, or activities on the day of the RIA.

Suspension and Expulsion

The Superintendent, building Principal, Assistant Principal, or Dean of Students may suspend students guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days for each incident of gross disobedience or misconduct. Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct.

The Board of Education may expel students guilty of gross disobedience or misconduct in accordance with the procedures set forth in Board Policy 7:190, governing student behavior. Whenever there is evidence that mental illness may be the cause for suspension or expulsion, the Department of Mental Health shall be invited to send a representative to consult with the Board at a meeting held to consider such suspension or expulsion.

Students may be suspended or expelled for gross disobedience or misconduct that occurs on school grounds, at school-sponsored activities, in connection with student transportation or at any place where the misconduct has a reasonable relationship to school. At times in this policy and/or school rules and handbook, specific penalties are specified for certain types of misconduct. These penalties will generally be followed, but in appropriate circumstances any violation of any of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled. Repeated violations of the rules described in the handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled, even though any particular violation by itself might not warrant suspension or expulsion. Expulsion from school may range from one semester to two years for certain offenses.

Suspended students may not participate in any extracurricular activities, practices, etc. during the suspension. Suspended students may not be on school grounds nor attend school games/activities at off campus locations and are subject to more severe penalties if this is violated. Students are entitled to make up missed work at a time convenient for the teacher. Students must initiate the request to make up work upon their return to school.

DUE PROCESS REVIEW

A student receiving disciplinary action has the right to request a review of the disciplinary action. A student or parent/guardian may initiate a due process hearing by contacting the office of the Assistant Principal of Student Services.

ATTENDANCE

It is the expectation of administration and staff of Glenbard South High School that every student will be punctual and present each day. Regular daily attendance by staff and student is important for student success. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to be successful in specific classes and may be subject to a loss of graduation credits. As a result, it is extremely important that the parent(s)/guardian(s) assures the student's academic growth and success by emphasizing the need for the student to be punctual and in attendance each day.

Students may not be in the building or on campus for any part of a school day for which they have been excused or called in as absent. Students who have been absent for a partial day and wish to return to school should report in to the Attendance Office immediately upon entering the building. Failure to comply with the above rules may result in a consequence from the Dean.

Attendance Terms:

Excused Absence	Student misses entire class period with the approval of school administration.
Tardy	Student arrives to class within first 10 min. from start time of class.
Truant	Student arrives 10 min or more after start time to class and is not excused.

EXCUSED ABSENCES

According to the Illinois School Code, the only legal reasons why a student may be absent from school are as follows:

- Illness
- Death in the immediate family
- Observation of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student.
- College visit (3 per school year)
- Other situations beyond the control of the student as approved by the principal.

REPORTING ABSENCES

In the event of an absence, the student's parent/guardian must call the 24-hour Attendance Office phone number (630) 469-6500. Calls must be received by 10:30a.m. on or before the day of the absence, stating the student's name, ID number, relation to the student, and reason for absence. However, school officials have the prerogative to determine whether a student is excused or truant. For unreported absences, the Attendance Office will make a reasonable effort to telephone the parent(s)/guardian(s). An excused absence from school allows the student to receive full credit for missed work. It is the student's responsibility to contact his/her teachers for make-up dates/ deadlines for all assignments and tests missed during excused absences.

When a parent(s)/guardian(s) is required to be out of town for family or business matters, he or she must notify the Attendance Office prior to leaving town.

Notification must be in writing stating who they authorize to report absences or take phone calls in their place regarding attendance. If no one is designated to accept calls regarding absences and the parent(s)/guardian(s) cannot be contacted within 24 hours, the absence will be considered unexcused. Failure to comply with these requirements may result in no credit for the days missed. Students that miss school due to medical appointments may be asked to show proof of the appointment.

ATTENDANCE INTERVENTION

Attending school is a requirement for all students. The entire staff at Glenbard South has a responsibility to hold students accountable in this area. For this reason, we maintain the following intervention strategies related to attendance: (See Board Policy...6:310-R7)

- Our student data management system, PowerSchool will provide daily attendance information for teachers, parents and administrators to view electronically.
- Attendance staff will screen trancies daily and call home for any student who is three or more periods truant within any given day.

- Whenever a student is truant from a class, the Deans’ office will contact the student the following day to confirm the truancy. Truancies will be documented in PowerSchool and a letter to the students’ parent will be generated.
- Each truancy (unexcused absence) there will be a contact with the student, an attempt to call the students’ parent, a letter sent to the parent and a consequence or intervention with the student.
- After five truancies and five interventions for an individual course, a student may be denied credit for the course. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Excessive excused – See “Excessive Absences”
- Any student who has chronic attendance issues may be referred to the DuPage County truancy agency.
- Glenbard South does not honor or recognize “Ditch Days.”

PARTIAL DAY ATTENDANCE

(Arriving Late / Leaving Early)

A student who arrives late to school must report to the Attendance Office. The student must bring a note from his or her parent(s)/guardian(s) stating the reason for late arrival. If a student is arriving late, the parent(s)/guardian(s) must phone the Attendance Office by 10:30 a.m. on the day of the late arrival. If a student needs to leave school early, he or she must bring a note from his or her parent(s)/guardian(s) to the Attendance Office prior to the beginning of school. This note must state the reason for early dismissal and phone number of the parent(s)/guardian(s) so the Attendance Office can confirm the information. A pass will be issued to the student that will be presented to his or her teacher giving permission to leave class quietly for the appointment. Upon returning to school the same day, the student must report to the Attendance Office before returning to class. A student returning to school from medical appointments must bring documentation from the medical office confirming his or her appointment to the Attendance Office.

PREARRANGED ABSENCES

The administration and staff discourages parent(s)/guardian(s) from taking students on vacation when school is in session. Absences during final exam periods are to be avoided at all costs. If circumstances necessitate absence from school for non- emergency family situations, college visitations, and any ALL DAY absences known ahead of time, a prearranged absence notification must be completed.

The student must bring a note from his or her parent(s)/guardian(s) indicating the reason for the absence to the Attendance Office five (5) days prior to the absence. A prearranged absence form will then be issued to the student to be signed by his or her teachers, indicating assignments for the time missed. The form must then be returned to the Attendance Office at least two days prior to the absence.

EXCESSIVE ABSENCES

Any student who is absent for more than nine days excused or unexcused in one semester will be considered as having excessive absences. Although college visits are considered excused absences, college visits will be calculated in the students overall attendance. The school may contact a student and his or her parent(s)/guardian(s) if accumulated absences become excessive.

Participation in school-sponsored activities DOES NOT count against a student’s attendance.

9 Absences	Conference with student, parent(s)/guardian(s), dean and counselor. Attendance contract signed by all parties.
12 Absences	Conference with student, parent(s)/guardian(s), dean and counselor. No absence will be excused without a Dr. Note*.
15 Absences	Conference with student, parent(s)/guardian(s), dean and counselor. Student may be withdrawn from course with failing grade.

*If a student is excessively absent, a Doctor's Note (licensed M.D.) will be required in order to have the absence excused. The Doctor's Note must be the original and legible on the physician's stationary, signed by the doctor or nurse, and presented to the Attendance Office upon the

student's return to school. The note must state the date(s) that the student was "unable to attend school" and the date that the doctor saw the student. Students that are excessively absent during first semester and are on Doctor's Note status will be subject to Doctor's Note Only intervention during second semester.

TARDINESS AND TARDY TRACKING

Students are to be in their assigned location prior to the beginning of the period or they are considered tardy. Students who are late to class will not be admitted into their classroom and will be sent to show their ID and receive a PLASCO pass. Students are not to be in the halls without a pass during class periods. Tardiness is unacceptable behavior and will be treated as such. Discipline interventions will be assigned for tardiness and a parent conference may be requested. Tardies will be tracked cumulatively. The tracking system will be reset mid semester and at the end of each semester, to give students a "fresh" start and a chance to remediate their behavior. Students need to serve their consequence "on or by" the date listed on the generated ticket from the PLASCO system.

All tardies to school will be truant with the exception of those involving serious issues. Oversleeping, family errands, babysitting, missing the bus and car trouble are not considered acceptable reasons for being tardy. These tardies are truant even if the parents call to verify tardiness. Any student that is more than 10 minutes late to any class will be marked truant.

Consequences for tardy violations will result in the following:

# of Tardies	Consequence	Student/Parent Notification
1 - 3	Warning	Student Notification through Plasco Pass
4 - 10	Detention	Plasco Pass and Staff Contact
11 – 15	Extended Day Detention	Dean Contact – Parent Contact
16+	Dean Contract	Dean Contact

LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave the building without permission during the school day. Students must enter and exit the building using only Entrance #4.

Off campus privileges or open lunch is ONLY available to seniors. Freshmen, sophomores and juniors must remain on campus during the school day. In order to be classified as a senior student, the student must meet all academic requirements and must be enrolled in his/her 4th year in high school. Discipline interventions will be assigned for student that violate this rule. Seniors may be denied open lunch if they are in an "intervention."

*If a student is caught driving underclassmen off-campus during school hours, the student may lose their parking privileges.

CLUBS/ACTIVITIES/ATHLETICS

District 87 Extra Curricular Code: Students involved in activities, club, and athletics must abide by the Extra Curricular Code. A copy of the Extra Curricular Code is included in this handbook. Students and their parents must provide signatures verifying that the student agrees to abide by the code. RULES ARE IN EFFECT 12 MONTHS.

CLUBS AND ACTIVITIES

Participating in student activities is viewed by the Glenbard High Schools as an important and worthwhile endeavor, which enhances the educational process. Participation is considered an extension of the regular high school program. While the regular curricular program is a right afforded to each student, participation in the co-curricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the co-curricular program are to offer students direction in developing healthful living habits, discipline, teamwork, citizenship skills, and respect for structure, rules and responsibilities. In order to participate in the co-curricular program, students must be willing to fulfill expectations for appropriate behavior.

ATHLETICS

ATHLETES: The decision to participate on an athletic team at South indicates a desire and willingness to make a commitment necessary to continue a fine tradition that has been established by many outstanding student athletes at South. As you scroll through our digital “Hall of Fame” photo gallery outside Raider Gym, you will see the pictures of former state finalists and all-conference athletes. These young men and women have set the standards by which others continue to be measured. Believe in yourself. It is your turn to carry on the great tradition at Glenbard South High School.

PARENTS: We encourage you to join our Booster Club and become involved by donating your time to help and/or attend as many activities as possible. You will be receiving separate Booster Club Newsletters that will provide further information.

This section of the student handbook has been prepared to provide student athletes and their parents with important information regarding the rules, policies, and procedures of the Glenbard South athletic program. Please read and review this information carefully. Your electronic signature, when registering your student for a sport in the Parent Portal of PowerSchool, gives assurance that you are willing to assist your student in their compliance with IHSA, District 87, school, departmental, and team rules. If we can ever be of help or service to you, please feel free to call the appropriate coach or the athletic office at 630.469.6500.

Please check the athletic website at www.il.8to18.com/glenbardsouth for specific sport information, schedules, directions and important links to athletic websites. We look forward to meeting you. Thanks for your continued support of Glenbard South High School and all of our programs.

PHILOSOPHY

We believe and are committed to the idea that the athletic program is an integral part of the total school curriculum and plays a vital role in the development of young men and women. Participation in athletics is an educational experience beneficial to all because it promotes physical health, mental well-being, good sportsmanship and the values of competition and cooperation. On a school level, athletic competition adds to our school spirit and helps all students; spectators as well as participants develop pride in our school.

We encourage our teams to always compete to win but we realize that this will not always occur. Far more important than winning are the values we emphasize to our athletes. The results of a contest will soon be forgotten but the memories and valuable lessons will remain with our athletes forever.

It is our mission to encourage our student athletes to participate to the best of their ability and to accept any outcome with dignity. Under the guidance and encouragement of our coaches and parents, the ideal student athlete should develop the ability to draw courage from within and have the confidence to rise up and meet any adversity. If our athletes work hard and do what is required in attempting to overcome obstacles, they will be winners in every sense of the word.

TRAINING ROOM

The purpose of the training room is to provide treatment for the prevention and/or rehabilitation of injuries. It is to be used only when necessary. After treatment is completed, student athletes are to leave the training room. Do not use material or equipment without the permission of the certified trainer.

ATHLETIC OFFICE

The athletic office is located in the west balcony of the main gym in Room 70. One of our primary purposes is to assist our student athletes. Please feel free to come to the office whenever necessary. Student athletes should not be in the office without adult supervision. If an adult is not in the office, please wait in the hallway until someone is available.

ATHLETIC BUS

Student athletes are dismissed from practice in time to board the athletic late bus that normally departs at 5:15 p.m. Bus times occasionally will be adjusted according to the schedule followed during the school day.

To ride the late bus is a privilege. Mature behavior is expected at all times. If behavior becomes unacceptable or is a distraction to the driver, this privilege will be withdrawn. Students must have in their possession their current student I.D. card and must present the I.D. to the driver or school personnel upon request.

EQUIPMENT

A student athlete is responsible for each item of equipment issued. Since the equipment may be valued at hundreds of dollars, it should be secured at all times. Lost equipment must be paid for at replacement cost. Grades will be withheld, or in case of a senior, graduation will not be permitted if equipment previously issued is not returned or paid for. Participation in a subsequent sport will also be denied if equipment obligations are not met.

A considerable amount of money is spent to provide the best equipment possible. It should be treated with care, cleaned as directed and worn only at contests. At the end of the season, all equipment must be turned in clean and in good condition by the specified date established by your coach. Take pride in your equipment and our facilities and exercise good judgment in their use.

ATHLETIC LOCKER ROOM GUIDELINES

All student athletes will be assigned a locker in the team locker area. Use only the locker assigned to you and keep it locked at all times when you are not present. Only locks purchased at the bookstore are to be used to secure one's belongings. For security reasons, keep combinations confidential.

Student athletes are expected to demonstrate appropriate behavior in the locker room. Horseplay, running, vulgar language etc., will not be tolerated. Towels and trash should be placed in the proper receptacles. Food and drinks should not be brought into the locker room.

Students will only be permitted to enter the locker room under direct supervision of a school official or with permission given by a school official. Locker Rooms will remain locked.

PARENT/COACH COMMUNICATION

At times, both parenting and coaching are extremely difficult endeavors. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to our student athletes. This begins with clear communication from your student's coach.

Communication You Should Expect From Your Student's Coach

1. Philosophy of the coach.
2. Expectations the coach has for your student as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirement, i.e. fees, special equipment, off-season conditioning.
5. Procedure should your student be injured during participation.
6. Discipline that results in the denial of your student's participation.

Communication Coaches Expect From Parent(s)

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your student becomes involved in the programs at Glenbard South, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student wishes. At these times discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches:

1. The treatment of your student mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior.

It may be difficult to accept that your student is not playing as much as you might want. However, coaches are professionals. They make judgments and decisions based on what they believe to be best for all the student athletes involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss With Coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

These are situations that may require a conference between the coach and the parent(s). These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help to promote a resolution to the issue of concern.

What can a parent do if they have a concern to discuss with a coach?

1. Call and set up an appointment. The Glenbard South High School phone is 630.469.6500.
2. If the coach cannot be reached, call the athletic director, ext. 4255.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent(s) and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the athletic director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

AWARDS

Student athletes may earn an award by meeting criteria established by District 87 and/or head coaches. The type of award received is dependent on their year in school, level of competition and previous awards that they have received. The following is a list of awards that may be earned:

1. Freshmen numerals
2. Minor letter
3. Varsity letter
4. Certificates
5. Pin
6. Bar

An athlete must finish the season in good standing in order to receive an award.

PARENT ORGANIZATIONS BOOSTERS

The purpose of the Glenbard South Booster Organization is to create, boost and maintain interest in all the programs and activities at Glenbard South High School. In order to accomplish this, they plan and hold activities to support all academic, athletic and extracurricular activities, including scholarships for graduating seniors at Glenbard South. They also encourage and assist in communication between home, school and community. Please visit www.gsboosters.com for more information.

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Tuesday, August 15

Wednesday, August 16

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Thursday, August 17

Friday, August 18

Saturday, August 19

Sunday, August 20

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Monday, August 21

Tuesday, August 22

Wednesday, August 23

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Monday, August 28

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JANUARY 2018						
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28	29	30	31			

Thursday, November 30

Friday, December 1

Saturday, December 2

Sunday, December 3

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Monday, December 4

Tuesday, December 5

Wednesday, December 6

NOVEMBER 2017						
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DECEMBER 2017						
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JANUARY 2018						
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Thursday, December 7

Friday, December 8

Saturday, December 9

Sunday, December 10

NOVEMBER 2017						
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DECEMBER 2017						
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JANUARY 2018						
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Thursday, December 14

Friday, December 15

Saturday, December 16

Sunday, December 17

NOVEMBER 2017						
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DECEMBER 2017						
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JANUARY 2018						
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Thursday, December 21

Friday, December 22

Saturday, December 23

Sunday, December 24

NOVEMBER 2017						
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DECEMBER 2017						
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JANUARY 2018						
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Thursday, December 28

Friday, December 29

Saturday, December 30

Sunday, December 31

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Monday, January 1

Tuesday, January 2

Wednesday, January 3

DECEMBER 2017						
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JANUARY 2018						
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FEBRUARY 2018						
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Thursday, January 4

Friday, January 5

Saturday, January 6

Sunday, January 7

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Monday, January 8

Tuesday, January 9

Wednesday, January 10

DECEMBER 2017						
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JANUARY 2018						
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FEBRUARY 2018						
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Thursday, January 11

Friday, January 12

Saturday, January 13

Sunday, January 14

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Monday, January 15

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Wednesday, January 17

DECEMBER 2017						
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JANUARY 2018						
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FEBRUARY 2018						
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Thursday, January 18

Friday, January 19

Saturday, January 20

Sunday, January 21

DECEMBER 2017						
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JANUARY 2018						
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FEBRUARY 2018						
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Thursday, January 25

Friday, January 26

Saturday, January 27

Sunday, January 28

JANUARY 2018						
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FEBRUARY 2018						
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MARCH 2018						
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Thursday, February 1

Friday, February 2

Saturday, February 3

Sunday, February 4

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Monday, February 5

Tuesday, February 6

Wednesday, February 7

JANUARY 2018						
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FEBRUARY 2018						
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MARCH 2018						
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Thursday, February 8

Friday, February 9

Saturday, February 10

Sunday, February 11

JANUARY 2018						
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FEBRUARY 2018						
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MARCH 2018						
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Thursday, February 15

Friday, February 16

Saturday, February 17

Sunday, February 18

JANUARY 2018						
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FEBRUARY 2018						
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MARCH 2018						
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Thursday, February 22

Friday, February 23

Saturday, February 24

Sunday, February 25

NOTES

Monday, February 26

Tuesday, February 27

Wednesday, February 28

FEBRUARY 2018						
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MARCH 2018						
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APRIL 2018						
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Thursday, March 1

Friday, March 2

Saturday, March 3

Sunday, March 4

NOTES

Monday, March 5

Tuesday, March 6

Wednesday, March 7

FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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Thursday, March 8**Friday, March 9****Saturday, March 10****Sunday, March 11**

NOTES

Monday, March 12

Tuesday, March 13

Wednesday, March 14

FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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Thursday, March 15**Friday, March 16****Saturday, March 17****Sunday, March 18**

NOTES

Monday, March 19

Tuesday, March 20

Wednesday, March 21

FEBRUARY 2018						
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APRIL 2018						
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Thursday, March 22

Friday, March 23

Saturday, March 24

Sunday, March 25

FEBRUARY 2018

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MARCH 2018

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APRIL 2018

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Thursday, March 29

Friday, March 30

Saturday, March 31

Sunday, April 1

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Monday, April 2

Tuesday, April 3

Wednesday, April 4

MARCH 2018						
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APRIL 2018						
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MAY 2018						
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Thursday, April 5

Friday, April 6

Saturday, April 7

Sunday, April 8

NOTES

Monday, April 9

Tuesday, April 10

Wednesday, April 11

MARCH 2018						
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APRIL 2018						
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MAY 2018						
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Thursday, April 12

Friday, April 13

Saturday, April 14

Sunday, April 15

NOTES

Monday, April 16

Tuesday, April 17

Wednesday, April 18

MARCH 2018						
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APRIL 2018						
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MAY 2018						
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Thursday, April 19

Friday, April 20

Saturday, April 21

Sunday, April 22

NOTES

Monday, April 23

Tuesday, April 24

Wednesday, April 25

MARCH 2018						
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APRIL 2018						
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MAY 2018						
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Thursday, April 26

Friday, April 27

Saturday, April 28

Sunday, April 29

NOTES

Monday, April 30

Tuesday, May 1

Wednesday, May 2

APRIL 2018						
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MAY 2018						
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JUNE 2018						
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Thursday, May 3

Friday, May 4

Saturday, May 5

Sunday, May 6

APRIL 2018

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MAY 2018

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JUNE 2018

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Thursday, May 10

Friday, May 11

Saturday, May 12

Sunday, May 13

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Monday, May 14

Tuesday, May 15

Wednesday, May 16

APRIL 2018

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MAY 2018

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JUNE 2018

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Thursday, May 17

Friday, May 18

Saturday, May 19

Sunday, May 20

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Monday, May 21

Tuesday, May 22

Wednesday, May 23

APRIL 2018

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MAY 2018

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JUNE 2018

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Thursday, May 24

Friday, May 25

Saturday, May 26

Sunday, May 27

NOTES

Monday, May 28

Tuesday, May 29

Wednesday, May 30

MAY 2018						
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JUNE 2018						
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JULY 2018						
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22	23	24	25	26	27	28
29	30	31				

Thursday, May 31

Friday, June 1

Saturday, June 2

Sunday, June 3

ACADEMIC INFORMATION

No Child Left Behind

As a parent/guardian of a student at any Glenbard District 87 school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State licensure requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

Please contact the school main office to receive any of this information.

Policy 7:215

Academic Honesty

Academic honesty is expected of all students. The District expects students to exhibit the traits of trustworthiness, responsibility, and fairness. Students engaging in dishonesty and plagiarism steal other's ideas and fail to think and learn for themselves.

Staff, parents and students are responsible for maintaining the academic integrity of the school. The atmosphere in every school facility should actively foster academic honesty. Faculty should be clear in their advocacy of academic honesty by discussing this topic with their students. Faculty will attempt to employ strategies that reduce the opportunity for dishonesty.

Administrative Procedure 7:215-R1

Academic Honesty

The Administrative Regulations outline the definition of the following:

- A. Plagiarism includes but is not limited to:
1. Copying a phrase, statistics, a sentence or a longer passage from a source and presenting it as your own, including any use of language translators.
 2. Summarizing or paraphrasing material on ideas without acknowledging the source.
 3. Submitting another student's/person's work as your own.
 4. Submitting an assignment that you collaborated on with others but claim as your own.
- B. Academic dishonesty includes but is not limited to:
1. Allowing other students to use your work, including students' work on computers.
 2. Inventing sources.
 3. Providing inaccurate documentation.

4. Falsifying information.
 5. Using any type of cheat notes or other materials, which are not permitted during a quiz or test.
 6. Copying a part or all of another student's/person's quiz or test or computer work.
 7. Copying or having someone other than the student prepare homework, papers, projects (i.e. photos, sound, multi-media, music, artwork, etc.) for which credit is given.
 8. Obtaining or accepting a copy of tests or scoring devices.
 9. Giving test questions or answers to students in a later class or receiving test questions or answers from a member of an earlier class.
 10. Accessing restricted computer files without authorization.
 11. Copying computer materials or software in violation of copyright law.
- C. Consequences include but are not limited to:
1. Students caught cheating on a test or quiz will receive an automatic zero
 2. Teachers will explain consequences for cheating on daily work, but flagrant repetition of dishonesty on daily work may result in an "F" for the quarter.
 3. A student plagiarizing an assignment or project (other than daily work) for the first time may receive a zero for the assignment and will be required to redo the assignment.
 4. The teacher will determine the weight of the grade for the second effort. A student failing to do the work will receive a second zero.
 5. The teacher will contact or conference with the parents of the student and notify the Dean regarding any student's academic dishonesty.
 6. A repetition of such an offense in the class will result in an "F" for the quarter.
 7. In cases of plagiarism and copyright infringement, a student must face any additional consequences resulting from legal or other action brought by the individual or institution against whom the offense is made.
 8. Instances of academic dishonesty may also result in suspension or expulsion.

Policy 6:300

Graduation Requirements

Each student must, in addition to other course requirements, successfully complete the following courses in order to graduate from high school:

1. **Language Arts** – Eight Semesters. These studies must include 7 semesters of English and 1 semester of Speech; four semesters of writing intensive courses are required.
2. **Social Studies** – Six Semesters. These studies must include 2 semesters of United States History and one of an American Government (Civics) course and instruction in state and local government. The student must pass an examination on the Constitution of the United States and the State of Illinois, the Flag Code, and the Declaration of Independence.

3. **Mathematics** – Six Semesters. Two of the semesters must constitute Algebra I and two of the semesters must include geometry content.
4. **Science** – Six Semesters of laboratory science.
5. **Cultural Education** – One Semester. These studies include courses in Art, Music, Speech Arts, or Foreign Language.
6. **Applied Arts** – One Semester. These studies include courses in Family and Consumer Sciences or Industrial Technology or Business Education or the Technology Center of DuPage (TCD) or Cooperative Education.
7. **Health Education** – One Semester.
8. **Driver Education** – Classroom instruction. A student must have passed 8 semester courses during the 2 semesters immediately preceding enrollment in Driver Education. Approved Driver Education courses taken outside of Glenbard may count towards the graduation requirement, however, credit will not be earned for Driver Education instruction taken outside of Glenbard unless the course is taken at a high school and meets Glenbard’s curriculum requirements. Prior approval must be obtained from the guidance counselor. Students taking Driver Education outside of Glenbard must be enrolled in a Physical Education class in lieu of the Driver Education course.
9. **Consumer Education** – One Semester of instruction.
10. **Physical Education** – Six Semesters.

No student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance. The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements;
2. Notifying students and their parents/guardians of graduation requirements;
3. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
4. Taking all actions necessary for the implementation of this policy.

These requirements shall not apply to students whose course of study is determined by an individualized education plan.

Participation in Graduation Ceremonies by Special Education Students

A student eligible to receive special education services pursuant to the Individuals with Disabilities Education Act (IDEA), 20 U.S.C 1400 et seq., who will have completed four

(4) years of high school at the end of the school year must be allowed to participate in the graduation ceremony and other graduation activities with his/her graduating class, at the discretion of the student and his/her parent(s)/guardian(s).

If the student's individualized education program (IEP) prescribes that the student is entitled to continue to receive special education and/or related services beyond the student's four years of high school, he/she may receive a certificate of completion in lieu of a diploma during the graduation ceremony. The Superintendent or designee is responsible for providing students receiving services under IDEA and their parent(s)/guardian(s) with timely and meaningful notice of this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements.

Veterans of World War II, the Korean Conflict, or the Vietnam Conflict

Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she:

1. Resided within an area currently within the District at the time he or she left high school;
2. Left high school before graduating in order to serve in the U.S. Armed Forces; and
3. Has not received a high school diploma.

Policy 6:280

Promotion

Promotion means graduation from high school after meeting all graduation requirements established by the Board in its policy on graduation which is based on successful completion of the designated requirements and appropriate attendance. Glenbard students shall not be promoted from high school based on age or any other social reason.

Glenbard students will be promoted through credits earned toward graduation. For the classes of 2010, 2011, and 2012, they will be classified as Freshmen (Grade 9) if they have earned 0-5 credits, Sophomores (Grade 10) if they have earned 5.5-10 credits, Juniors (Grade 11) if they have earned 10.5-15.5 credits, and Seniors (Grade 12) if they have accumulated 16 of the 21 credits required for graduation. Beginning with the class of 2013 and moving forward, Glenbard students will be classified as Freshmen (Grade 9) if they have earned 0-5.5 credits, Sophomores (Grade 10) if they have earned 6-11 credits, Juniors (Grade 11) if they have earned 11.5-17 credits and Seniors (Grade 12) if they have earned 17.5 credits or more.

Administrative Procedure 6:280-R1

Assignments of Grades and Credit

- A. A student who successfully completes a semester course shall be awarded 1/2 credit.

Beginning with the 2012-2013 school year, a student who successfully completes a semester course, including Driver Education, shall be awarded 1/2 credit. Credit will not be given for Driver Education instruction taken outside

of Glenbard unless the course is taken at a high school and meets Glenbard's curriculum requirements. Prior approval must be obtained from the guidance counselor.

- B. A student who successfully completes both semesters of a year course shall be awarded 1/2 credit for each semester.
- C. A student who drops a year course at the end of the first semester due to unforeseen circumstances shall be awarded 1/2 credit if the semester's work is satisfactorily completed.
- D. A student who passes the first semester and fails the second the semester of a year course shall be awarded 1/2 credit for first semester.
- E. A student who fails the first semester may continue into the second semester. A student who passes the second semester is not required to repeat the first semester but may select a different course to meet the graduation requirement. The one exception is U.S. History where the student must repeat the first semester.
- F. A student who receives an incomplete grade must make up the incomplete grade during the succeeding quarter. Incomplete grades given for the fourth quarter must be made up by the end of the summer school session. If the work is not completed during the specified time, a failing grade must be assigned for the missing work, the semester grade determined by the teacher and reported to the registrar to be recorded.
- G. Students may repeat for credit a course previously failed, but should do so during summer school session in order to be promoted to the next grade level.

Administrative Procedure 6:310-R7

Dropping Courses

Course placement is a result of student choices, parental input, teacher recommendation and department chair and counselor guidance.

- A. A student may drop a course up through April 30th of the school year preceding their enrollment in a specific course. After that date, the master schedule will be set and only Guidance Department initiated schedule changes can be made until the start of the new school year.
- B. After the school year begins, no class changes will be made except for the following: 1) Failed a class/Lack of pre-requisite skills, 2) Level change recommended by the subject area Department Chair, 3) Error in Registration/Placement. Students with less than 300 minutes of daily instruction will be added to a course on a space available basis or a study hall.
- C. During the term of a student's enrollment in a course, that student may be administratively dropped for disciplinary or truancy reasons.

Policy 6:281

Grading

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a district administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;

- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Weighted Grading

Honors courses provide a weighted grade based on the content and learning objectives of the courses. See policy 6:282.

Administrative Procedure 6:281-R1

Grading

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

Students from Foreign Countries and Home Schooled Students

Students from foreign countries and home schooled students applying for admission to a Glenbard High School will have their records, transcripts and materials evaluated for credit to meet the Glenbard graduation requirements. A student may be required to take a proficiency test to determine appropriate credit and placement.

Approved course credit may be recorded on a pass/fail or graded basis as determined by the building principal.

Reporting to Parents

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals, but at least 4 times a year. Divorced or separated parents will both be informed unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.

Various methods for communicating with parent(s)/guardian(s) will be used:

1. Parent-teacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/guardian(s). Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.
2. The Lunch Intervention Program (Tier II Intervention) monitors the progress of students who have a failing grade after 3.5 weeks of each school quarter. Parents will be notified by phone and email of students who will be assigned to the Lunch Intervention.
3. Additional methods for reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of each Building Principal.

4. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged. Teachers also shall make every effort to be available to meet with parent(s)/guardian(s) at a mutually agreed upon time.

Promotion and Remediation

Students who demonstrate a proficiency level comparable to the average student performance two grades or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial session, modified instructional materials, other modifications in the instructional program or reduced class size.

Administrative Procedure 6:281-R2

Grading System

Grade Reports

- A. A grade shall be issued at the end of each semester and entered in the student's permanent record. The semester grade shall represent a weighted composite of the coursework throughout the semester and a final examination. The final examination shall make up no more than 20% of the semester grade.
- B. The District shall provide an online gradebook program that students and parents can access to monitor grades in progress throughout the semester, as well as the final grade issued at the end of the semester.

Grades

WF	Withdrawal Failing (no credit)
WP	Withdrawal Passing (no credit)
AUD	Audit (no credit)
5	Excellent
4	Above average
3	Average
2	Below average
1	Failure
INC	Incomplete
NG	No grade – no credit
P	Pass (credit-not in G.P.A. - i.e. Foreign School Grades, Alternative, Credit Recovery, and Modified Special Education.)

Credit will be awarded for grades 2 through 5 and "P".

Administrative Procedure 6:280-R3

Recognition of Academic Achievement

- A. Recognition of academic honors for graduating students shall be based on the student cumulative grade point average achieved at the end of the semester preceding graduation (normally the 7th semester).
- B. Three categories of honors shall be Highest Honors, High Honors, and Honors. Highest Honors recognition shall be given to students with a 5.0 or higher cumulative grade point average. High Honors recognition shall be given to students with a 4.5 or higher but less than 5.0 cumulative grade point average. Honors recognition shall be given to students with a 4.0 or higher but less than 4.5 cumulative grade point average.

- C. Each school may determine the method of recognizing Highest Honors, High Honors or Honors.

Grade Point Average and Class Rank

- A. Grade point averages computed to four decimal places:
1. Students enrolled in designated honors courses shall be given 1 additional grade point for each semester grade of “3”, “4”, or “5” earned in those courses when GPA is computed.
 2. When students take a course for the second time, only the higher of the two grades will be counted for GPA, with both attempts appearing on the transcript.
- B. Students are not ranked based on GPA. Only the highest weighted and unweighted GPA of each class will be reported to colleges and universities. No rank order will be curated by the schools or used for recognizing students.

Administrative Procedure 6:280-R6

Honor Roll

Students who demonstrate outstanding scholastic achievement shall be named to the Glenbard honor roll at the end of each semester.

Honor Roll Classifications

- A. Students whose semester grade point average is 4.8 or higher, on a scale of “A” being 5.0, shall be named to the High Honor Roll.
- B. Students whose semester grade point average is 4.0 to 4.79, on a scale of “A” being 5.0, shall be named to the Honor Roll.

Computation of Honor Roll

- A. A student must carry a minimum of 2.0 credits per semester in order to qualify for the honor roll. Beginning with the 2012-2013 school year, a student must carry a minimum of 2.5 credits per semester in order to qualify for the honor roll.
- B. Weighted grades earned in appropriately designated courses shall be used to determine honor roll status.
- C. A failing grade in any course shall disqualify a student from attaining honor roll status.

Academic Letter & Gold Bar

In order to recognize students for academic achievement, Glenbard students will receive an academic award as follows:

1. Each spring, freshman, sophomore, junior and senior students who have attained high honor roll status (4.8 or above) for the first semester of that year and have maintained that high honor status for the third quarter will be given an academic letter.
2. The academic letter will be the same varsity athletic letter given to athletes with an embroidered lamp of learning or scholastic torch. Subsequent academic winners will receive a bar or a pin to add to their letter.

3. In some instances, a student who is placed on the high honor roll the first semester but is not eligible for the academic letter at the end of the third quarter, may attain a high honor roll status at the end of the school year. In this event and upon receipt of the final grade report, a parent may petition the Principal in writing for an academic letter.

Final Exams for Seniors

Any department at Glenbard may view a final examination for graduating seniors to be an integral part of a course and may require a final examination. The administration of such an exam will have been approved in advance by the Department Chairman.

Administrative Procedure 6:310-R6

Physical Education Waivers

Interscholastic Athletics / Marching Band Waiver to take a 7th Class

All students are expected to enroll in a Physical Education class. Students who wish to request a waiver from physical education shall submit a "Request for Physical Education Waiver" to their Guidance Counselor at the time of course enrollment. PE waivers are limited to:

Juniors and seniors who are in-season athletes and/or 9-12th grade members of the school marching band, and are enrolled in 7 classes with no study hall. The waiver must receive a recommendation from the Guidance Counselor after which approval will be granted or denied by the Building Principal. The student will be notified of the decision within 30 days of the request.

If the student decides to try to make an interscholastic team or participate in marching band, the student may enroll during the normal enrollment period for a replacement course.

- a. If the course which will replace the physical education course is a semester course, the student must be a participant in an interscholastic sport or marching band during the semester that the course is taken.
- b. In order for a student to enroll in a year course in place of physical education, the student must have participated in interscholastic sports during two different seasons the previous year.
- c. If the student participated in an interscholastic sport only during the winter season the previous year (and intends to participate in the same sport the following year), the student may only enroll in a semester course in place of physical education.
- d. If the student has not participated in athletics or marching band in the previous year, but is going to participate in the future and wants to be considered for a waiver, he/she must have the Coach or Director's signature to verify planned participation. Participation will be checked during the first week of eligibility and students not on the list must enroll in Zero Hour P.E., or drop a course and replace it with P.E.

Interscholastic Athletics / Marching Band In-Season Study Hall

The Board of Education acknowledges that students who are involved in junior or senior level athletics and/or students who are involved in marching band, are often in need of an opportunity for time to complete homework. School code allows for students to request an In-Season Study Hall. In-Season Study Hall requests are limited to:

Juniors and seniors who are in-season athletes and/or 9-12th grade members of the school marching band, and are enrolled in 7 classes with no study hall.

- Students who are enrolled in Zero-Hour PE are not eligible for In-Season Study Hall.
- Students who participate in programs that are activities for part of the year and sports for the remainder, may only request an In-Season Study Hall during the competitive portion of their involvement.
- Club sports are not eligible.

In-Season Study Hall requests must be made within the first five instructional days of the athletic or marching band season in question. Students must pick up a form in the athletic office. Once the form is completed and turned in, the student may begin attending Study Hall. The student must return to Physical Education the first school day after the last competition of the season.

Adapted Physical Education and Students with an Individualized Educational Plan (IEP)

A student requiring adapted physical education must receive that service in accordance with the student's Individualized Educational Program/Plan (IEP).

A student who is eligible for special education may be excused from physical education courses when:

1. He or she is in grades 9-12, and his or her IEP requires that special education support and services be provided during physical education time, and the student's parent/guardian agrees or the IEP team makes the determination;
2. He or she has an IEP and is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation as required by the Superintendent or designee.

Other

The Building Principal, upon recommendation from the Guidance Counselor, has the discretion to approve PE waivers for juniors and seniors that are enrolled in 7 classes with no study hall and that 1) wish to take a class that is **required** for admission to an institution of higher learning, or 2) for the completion of graduation requirements. Documentation must be provided.

ATTENDANCE PHILOSOPHY

Our attendance policy is based upon the following assumptions:

1. In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities imposed upon parents, it is the policy of District 87 that students shall attend school on a regular basis. Student attendance in class is not optional; it is a requirement of every class. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of self-discipline and responsibility. The Board of Education further believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance.
2. While the major responsibility for attendance rests with the student, the school and the parents share responsibility. Students are expected to attend every meeting of every class and study hall; the school has an obligation to inform both students and parents of the student's progress and attendance in all classes; and parents are obligated to inform the school when their student is absent and to give the reason for the absence.

Excessive absences from school limit the ability of a student to achieve. For this reason, attending school on a regular basis is a requirement for all students. The entire staff at Glenbard District 87 has a responsibility to hold students accountable in this area. For this reason, we maintain the following intervention strategies related to attendance:

- Our student data management system, PowerSchool will provide daily attendance information for teachers, parents and administrators to view electronically.
- Attendance staff will screen truanancies daily and call home for any student who is three or more periods truant within any given day.
- Whenever a student is truant from a class, the Dean's Office will contact the student the following day to confirm the truancy. Truanancies will be documented in PowerSchool and a letter to the student's parent will be generated on the next school day.
- **For every truancy (unexcused absence) there will be a contact with the student, an attempt to call the student's parent, a letter sent to the parent and a consequence or intervention with the student.**
- After five truanancies and five interventions for an individual course, a student may be denied credit for the course. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Excessive excused absences interfere with student achievement. A student who has excessive absences will be required to provide medical documentation for each absence or meet with the school nurse on the same day in order to excuse absences. During any given semester, when a student reaches over nine absences from a class there will be an attendance conference with his or her Dean and parent contact will be made. Should the student reach twelve or more absences, a doctor's note will be required to excuse further absences. After fifteen absences, a student may lose credit for the individual class. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Any student who has chronic attendance issues will be referred to the DuPage County Truancy agency, Truancy Intervention Program.

Policy 7:70

Attendance and Truancy

Definitions

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and

community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Truancy

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The district permits dropouts, whose age is 17 or greater, but less than 18 years of age, to apply to the school district for status as a truant and permit such persons to participate in the district's various programs for truants. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive programs may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of DuPage County. The Board of Education, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or a designee shall make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence within 2 hours after the first class by telephoning the numbers given.

DANCES and SOCIALS

The following regulations apply to dances and socials:

1. Dances and socials are usually open to Glenbard students only. A Glenbard student may bring one guest to a semiformal or formal dance by obtaining a permission slip from the office of the Assistant Principal for Student Services prior to purchasing tickets.

2. Approved student guests attending dances must be at least in ninth grade and under 21 years of age.
3. There is to be no use of tobacco, alcohol, or drugs in the school building or at the event. Violations will result in disciplinary action.
4. After students have been admitted to the dance, students will not be re-admitted if they leave the premises. School rules and regulations are in effect at all dances. Violators will be reported to the administrator in charge and may be subject to disciplinary action.

IHSA SPORT SEASON

FALL

Football	August 8
Cross Country (Boys and Girls)	August 10
Field Hockey (Not IHSA)	August 10
Golf (Boys and Girls)	August 10
Boys' Soccer	August 10
Girls' Swimming	August 10
Girls' Tennis	August 10
Girls' Volleyball	August 10

WINTER

Competitive Cheerleading	October 24
Girls' Basketball	October 31
Boys' Basketball	November 7
Boys' Bowling	October 24
Girls' Bowling	November 14
Competitive Dance	October 24
Girls' Gymnastics	November 7
Wrestling	November 7
Boy's Swimming	November 21

SPRING

Track (Boys and Girls)	January 16
Boys' Gymnastics	February 13
Badminton	February 27
Baseball	February 27
Lacrosse (Boys and Girls)	February 27
Softball	February 27
Girls' Soccer	February 27
Boys' Tennis	February 27
Boys' Volleyball	March 6

Policy 7:240

Extracurricular Code for Participants in Extracurricular Activities

The Building Principal, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school. This includes hazing and bullying, which are activities that are strictly prohibited and (2) notify participants that failure to abide by it could result in removal from the activity. The Extracurricular Code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. Coaches and sponsors of interscholastic athletics shall also provide instruction on steroid abuse prevention to students participating in these programs.

Performance Enhancing Drug Testing

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

GLENBARD HIGH SCHOOL DISTRICT 87 EXTRACURRICULAR CODE

Purpose:

The Glenbard High School District 87 intends to develop good citizenship through both academic and extracurricular programs. In particular, athletic and extracurricular programs provide a practical setting for developing leadership, loyalty, judgment, sense of responsibility, self-discipline, and competitiveness. One of the primary tools of the extracurricular program at Glenbard High School District #87 is to provide students and athletes with the lessons and skills necessary for success in all aspects and areas of their lives. Participating in Glenbard High School District #87 athletics, clubs, and activities is encouraged, but remains a privilege, not a right. Students choosing to participate in these programs bear the responsibility of representing their school within the community at large. As such, students who choose to participate will be held to a higher standard of conduct as a condition of participation.

Application of the Extracurricular Code:

Violations of the Extracurricular Code are limited to incidents of misconduct verified by District 87 staff, law enforcement agencies or an admission of guilt by the student. Direct reports from law enforcement agencies of illegal activity will be investigated. An

Extracurricular Code violation is verified if, by the information available, it appears more likely than not that an Extracurricular Code violation has occurred.

The Extracurricular Code is in effect 24 hours a day, every day of the calendar year. The Extracurricular Code applies to incidents of misconduct on or off school property, whether school is in session or not, and whether a student's sport or activity is in season or not.

Expectations:

Student athletes and activity members will:

- A. Attend school, practices, contests, and events.
- B. Travel on school-arranged transportation for all events away from school except in unusual circumstances approved by the coach/sponsor and provided that a parent/guardian authorization form is signed by the parent/guardian and provided to the coach/sponsor.
- C. Comply with IHSA and District 87 eligibility standards.
- D. Be responsible for all equipment and/or clothing issued for the activity and the return of such equipment at the end of the activity.
- E. Adhere to all rules set forth in Glenbard High School District 87 Student Handbook, Board Policy 7:190 regarding student discipline, and all other Board Policies. A suspension from school may result in an additional suspension from an athletic or extracurricular program.
- F. Display conduct becoming of a Glenbard High School District 87 representative, including respect for people and property at all times. In addition, students should recognize that hazing, as defined within Board Policy 7:190, is strictly prohibited by this Extracurricular Code. Administrators, sponsors and coaches prohibit any and all forms of hazing or initiation rights to a club, activity or athletic team.
- G. Abide by activity or team rules as established by the individual sponsors or coaches in consultation with the Assistant Principal for Student Services and the Assistant Principal for Athletics.
- H. Not use or possess tobacco products of any kind.
- I. Not use or possess any illegal or controlled substance, including marijuana, alcohol, unlawful drugs, "look-alike" drugs, drug paraphernalia, and/or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state as identified in the Glenbard High School District 87 Student Handbook, Board Policy 7:190 regarding student discipline, and all other Board Policies.
- J. Not attend, host, plan or otherwise participate in parties, gatherings, or ride in automobiles, etc., where students are using or in possession of any illegal or controlled substance, including marijuana, alcohol, unlawful drugs, "look-alike" drugs, drug paraphernalia, and/or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state as identified in the Glenbard High School District 87 Student Handbook, Board Policy 7:190 regarding student discipline, and all other Board Policies. If any Glenbard High School District 87 athlete, extracurricular activity or club member attends a party/gathering in which police make arrests for drugs, alcoholic beverages, or any illegal substance, and the student is listed on the police report as an arrest, witness, or attendee, they may be in violation of the Extracurricular Code.
- K. Not engage in criminal activity. Criminal activity is defined as any activity that would constitute a violation of any state or federal criminal law, other than a minor traffic offense. A police citation, arrest or ticket may be considered a violation of this provision.

Definitions: The following additional definitions will be used in applying this Extracurricular Code:

Possession: Possession includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item is not the student's. A police citation, ticket or arrest for possession of any prohibited substance shall constitute possession under this Extracurricular Code. This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

Look-alike: A "look-alike" is any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples include: (a) a toy gun which is very difficult to distinguish, except upon close examination, from an actual gun; (b) a green leafy plant material which is not, but is claimed, believed or intended to appear to be, marijuana; and (c) a white powdered substance which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

Under the Influence: Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly or dilated pupils. A police citation, arrest, or ticket for intoxication shall constitute being under the influence under this Extracurricular Code.

Procedures for Breach of Extracurricular Code:

- A. When a student is found to be in violation of any section or provision of the Extracurricular Code, a consequence will be assigned by the Assistant Principal for Athletics and/or the Assistant Principal for Student Services or designee on a case-by-case basis. These consequences may include but are not limited to:
1. Warning
 2. Parent/student meeting with coach/sponsor and Assistant Principal for Athletics/Assistant Principal for Student Services
 3. Probation
 4. Suspension from team
 5. Exclusion from team membership

Students may also be assigned specific consequences for violations of the Sections of the Extracurricular Code regarding abuse and possession of tobacco, alcohol, and other prohibited substances, as set forth below.

- B. In the event a student is found to be in violation of Item H (tobacco use) of the "Expectations" Section above, sanctions include the following:
1. For the first violation of this policy, a student will be suspended from 10% of the scheduled contests/events in which he/she is currently participating.

If necessary, the suspension will be carried over from one season/activity to the next or from one year to the next.

2. For the second violation of this policy:
 - a. If the student enrolls in and successfully completes an approved smoking cessation program, he/she will be suspended from 20% of the scheduled contests/events in which he/she is currently participating. If necessary, the suspension will be carried over from one season to the next or from one year to the next.
 - b. If the student does not enroll in or does not successfully complete a smoking cessation program, he/she will be suspended for the remainder of the current season and from a percentage of contests/activities next season in which he/she participates to result in a total suspension of one (1) full season or event schedule.
3. For the third offense:
 - a. If the student enrolls in and successfully completes an approved smoking cessation program, he/she will be suspended for the remainder of the current season/event schedule and from a percentage of contests/activities in the next season in which he/she participates to result in a total suspension of one (1) full season or event schedule.
 - b. If the student does not enroll in or does not successfully complete a smoking cessation program, he/she will be suspended for twelve (12) consecutive months from all extracurricular programs.
4. For the fourth offense, a student will be removed from all extracurricular programs for the remainder of his/her high school career.

C. In the event a student is found to be in violation of Items I and/or J of the “Expectations” Section above, sanctions include the following:

1. First infraction:
 - a. If the student enrolls in and successfully completes an approved professional assessment, he/she will be suspended from 20% of the scheduled contests/events in which he/she is currently participating. If necessary, the suspension will be carried over from one season to the next or from one year to the next.
 - b. If the student does not enroll in or does not successfully complete an approved professional assessment, he/she will be suspended for the remainder of the current season/event schedule and from a percentage of contests in the next season/event schedule in which he/she participates to result in a total suspension of one (1) full season or event schedule.
2. Second infraction:
 - a. If the student enrolls in and successfully completes an approved rehabilitation program, he/she will be suspended for the remainder of

the current season/event schedule and for a percentage of scheduled contests/events on the next season/event schedule in which he/she participates to result in a total suspension of one (1) full season or event schedule.

- b. If the student does not enroll in or does not successfully complete an approved rehabilitation program, he/she will be suspended for twelve (12) consecutive months from all clubs and teams.
3. Third infraction:
- a. The student will be removed from all extracurricular programs for the remainder of his/her high school career.
 - b. After twelve (12) months, if an approved counselor or substance abuse program is successfully completed, a student may appeal for reinstatement to the Principal or designee. All rehabilitation programs, in order to qualify for purposes of this Extracurricular Code, must have prior approval from the Assistant Principal for Student Services or the Assistant Principal for Athletics.
- D. Scheduled contests/events must be completed in order to satisfy the terms of the suspension.
- E. Students must be participating members of a team/club by the official starting date for the sport/club. For example, students participating in a winter sport/activity must report for track no more than one (1) week after the completion of their season, as defined by the IHSA, in order to fulfill the participation guidelines.
- F. Student athletes must successfully complete their sport/event season in order for the consequence to satisfy the requirements of the Extracurricular Code.
- G. Students who self-report an Extracurricular Code violation to the Assistant Principal for Athletics, Assistant Principal for Student Services or designee, sponsor, or coach within seventy-two (72) hours of committing the violation may be eligible for a reduction in the consequence.
1. Violations that occur on weekends or other times that school is not in session must be reported by phone to the appropriate coach/sponsor, Assistant Principal for Athletics, or Assistant Principal for Student Services or designee within the specified time frame.
 2. Violations that result in a police citation, arrest, or ticket may not be eligible to be included in the self-reporting procedure.
 3. The Assistant Principal for Athletics and Assistant Principal for Student Services or designee will meet with the student who has self-reported to determine the consequence. Factors that will be considered include: previous disciplinary history, magnitude of the violation, and the circumstances surrounding the incident.
 4. Self-reporting a violation does not guarantee a student athlete a reduction in consequence.

5. Self-report a violation to the appropriate building telephone number:

Glenbard East: (630) 424-6603
Glenbard North: (630) 681-3190
Glenbard South: (630) 942-6677
Glenbard West: (630) 942-7461

- H. Before suspension or dismissal is imposed, the student will be advised of the alleged breach of the Extracurricular Code and the possible discipline and given an opportunity to respond. A reasonable attempt to contact the parent/guardian will be made within twenty-four (24) hours when imposing a suspension or long-term exclusion from the team.

A student and/or his parent(s)/guardian(s) may appeal the suspension or dismissal by submitting a written request for an appeal to the Principal. The Principal shall contact the student and/or parent/guardian to schedule a meeting to hear the appeal within 2 school attendance days of his/her receipt of the request, or as soon as possible. Any suspension or long-term exclusion from the team shall be served pending any appeal unless otherwise specified by the Principal. The Principal shall issue a decision regarding the appeal within 72 hours of the conclusion of the meeting held to discuss such appeal. The decision of the Principal shall be final.

- I. Sanctions for any violation that occurs between athletic seasons/event schedules or during the summer will be enforced during the next season in which the student participates.

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87 AGREEMENT TO PARTICIPATE

Student's Name (please print): _____ ID #: _____ Year (circle): FR, SO, JR, SR
Address: _____ Home Phone: _____
Transfer Student Only: Previous School: _____ City/State: _____ Zip: _____

Extracurricular Code Agreement and Concussion Information Acknowledgement

Each student and his or her parent/guardian must read and sign this Agreement each year before being allowed to participate in interscholastic sports(s).

1. I wish to participate in the interscholastic sport(s) in Glenbard High School District 87.
2. Before I will be allowed to participate, I must provide the School District with a certificate of physical fitness and complete any forms required by the Illinois High School Association (IHSA).
3. I acknowledge that I have received a copy of the Glenbard High School District 87 Extracurricular Code. I have read, understand, and agree to abide by all the information in the Extracurricular Code. I agree to behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules. I also understand that the Student Handbook, Board policy 7:190 regarding student discipline, and all other Board policies will remain in effect for one (1) calendar year from the date of signing. This includes winter break, spring break, and the summer months.
4. I acknowledge that I have received and read the Concussion Information Sheet. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires among other things that a student athlete who exhibits signs and symptoms or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time and that such student will not be allowed to return to play unless cleared to do so by a physician licensed to practice medicine in all its branches or a certified athletic trainer.
5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sports(s) or athletics in which I will be participating and in all travel involved. I agree to hold the District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s). The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

To be read and signed by the parent/guardian of the student:

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) indicated. I have read the above *Agreement to Participate* and understand its terms.
2. I acknowledge having received the attached Concussion Information Sheet.
3. I understand that all sports can involve many risks of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I have received a copy of the Student Accident Benefits. I understand that football is excluded from coverage and that I may purchase optional football coverage. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sports(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport(s) or athletics.

Parent and Student Agreement/Acknowledgement Form Performance-Enhancing Substance Testing Policy

- Illinois state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law.
- Illinois state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose.
- Illinois state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person.
- Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Illinois Department of Corrections.

STUDENT ACKNOWLEDGEMENT AND AGREEMENT

My signature below acknowledges that I have read, understand and agree to abide by the terms listed under *Extracurricular Code Agreement and Concussion Information* on the other side of this form. I have received a copy of the Glenbard Extracurricular Code and Concussion Information Sheet.

As a prerequisite to participation in IHSA athletic activities, I agree that I will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of performance-enhancing substances in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by IHSA.

Fall: _____ Winter: _____ Spring: _____
(Student Signature) (Date) (Student Signature) (Date) (Student Signature) (Date)

(Sport/Level) (Sport/Level) (Sport/Level)

PARENT/GUARDIAN CERTIFICATION AND ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and agree to abide by the terms listed under *Extracurricular Code Agreement and Concussion Information* on the other side of this form. I have received a copy of the Concussion Information Sheet. I affirm that I have read and reviewed the Training Code in its entirety and understand all the rules governing participation.

As a prerequisite to participation by my student in IHSA athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from performance-enhancing substance use and may be asked to submit to testing for the presence of performance-enhancing substances in his/her body. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.

Student athletes will be asked to sign this Glenbard High School District #87 Extracurricular Code Agreement prior to each season in which they participate. The parent's signature is only required once per school year.

(PLEASE PRINT – Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)

REQUEST FOR ACCOMMODATION FORM

It is the policy of the IHSA to provide accommodations for students with disabilities pursuant to the IHSA Policy for Accommodations. Disabilities include mental, physical or visual impairment which substantially limits a major life activity. A student, his/her parent/guardian, or member school may request an accommodation by submitting this form to the IHSA.

Part 1: TO BE COMPLETED BY STUDENT AND PARENT/GUARDIAN

Name _____ Year in School _____
Date of Birth _____ Gender _____
Sport/Activity _____ School _____
Parent/Guardian Name Address _____
Phone number _____
Email address _____

Accommodation Requested (be specific): _____

Reason: _____

Records Provided to Member School that Support the Request (e.g., medical records/reports, IEP or Section 504 plan, etc): _____

Student signature: _____ Date _____
Parent/Guardian signature _____ Date _____

Part 2: TO BE COMPLETED BY THE SCHOOL PRINCIPAL OR ATHLETIC DIRECTOR

I have reviewed this request for accommodation and verify that this student has a statement of disability on file with the school.

Printed Name _____ Title _____
Signature _____ Phone _____

After Parts 1 and 2 are completed, this Request Form should be submitted to the IHSA ADA Coordinator, Kurt Gibson, kgibson@ihsa.org, IHSA's Fax: (309) 633-7479, IHSA's address: 2715 McGraw Drive, Bloomington, IL 61704.

Part 3: TO BE COMPLETED BY IHSA EXECUTIVE DIRECTOR

IHSA must respond to each request for accommodation within 10 business days.

The requested accommodation applies to the following IHSA activity: _____

The requested accommodation is:

Granted _____ Granted in part _____ Denied _____

Explanation:

Signature _____ Date _____
Executive Director

The Executive Director must provide a copy of this completed form to the member school within 10 business days of its submission.

IF THE REQUEST IS DENIED, THE STUDENT, HIS/HER PARENT/GUARDIAN AND THE MEMBER SCHOOL HAVE THE RIGHT TO APPEAL IN ACCORDANCE WITH SECTION 1.460 OF THE IHSA CONSTITUTION, WHICH PROVIDES:

The Executive Director shall have the authority and responsibility to investigate and decide all matters concerning eligibility, protests, by-laws or rules. The Executive Director may modify the effect of or penalty for violation of or non-compliance with any by-law or rule if the circumstances causing the student or school to be ineligible or otherwise in violation of or non-compliance with the by-law or rule are determined:

- (1) to have been completely beyond the control of all of the following:
 - (a) the student
 - (b) the student's parent(s)/guardian(s)
 - (c) the school
- (2) or where the violation or non-compliance has been caused exclusively by a clerical or administrative error.

A student, parent/guardian, school or individual, in whose favor or against whom a decision of the Executive Director made pursuant to this Section applies, may appeal that decision by submitting a written request for a hearing to the Board of Directors. In response to such a written request, the Board of Directors or, in its discretion, a hearing officer appointed by the Board, shall conduct a hearing to review the action of the Executive Director.

At a hearing, the party appealing the action and all other interested parties, including but not limited to representatives of the member school, may appear and present information for consideration. If a hearing officer has been appointed by the Board, such hearing officer shall submit a written report of findings to the Board, including a written summary of the testimony heard and/or evidence presented at the hearing. After a hearing before the Board, or upon receipt and review of the hearing officer's report, the Board may, within the authority of this Constitution and By-laws, sustain, modify or overturn the Executive Director's decision, or sustain, increase, decrease or otherwise modify any penalty for violation of any by-law or rule or take such other action as it finds appropriate. If a hearing has been conducted by a hearing officer appointed by the Board, the student, parent/guardian, school or individual in whose favor or against whom a decision has been sustained or modified, may request, in writing through the principal of the involved member school, a further hearing to be held before the Board of Directors in accordance with the provisions of this Section, at the next regularly scheduled meeting of the Board or at a special meeting of the Board convened by the president of the Board. The decision or action of the Board of Directors, pursuant to any hearing held before it, shall in all instances be final.



Illinois High School Association

(For 2016-17 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

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 some of 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.

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-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Athletic Eligibility Rules—Page 2

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. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. 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 guardian and you continue to pay tuition as a high school student in that same district; or
- D. 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
- E. 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
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. 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 **the IHSA sport season has begun**, 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 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

Athletic Eligibility Rules—Page 3

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.
- 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 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 is good for 395 days 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

Athletic Eligibility Rules—Page 4

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. 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 sanctioned 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 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. 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.

Policy 7:300

Extracurricular Athletics

Student participation in Board of Education-approved extracurricular athletic activities is contingent upon the following:

1. The student must attain the academic standards set forth in the Parent-Student Handbook.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan for I.H.S.A. interscholastic football.
5. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or a designee shall maintain the necessary records to ensure student compliance with this policy.

ILLINOIS STATE SEAL OF BILITERACY PROGRAM

Glenbard Township High School District 87 will participate in the Illinois State Seal of Biliteracy program starting in the 2015-2016 school year. The program recognizes high school graduates who have attained a high level of proficiency in one or more language in addition to English, by designating on a student's transcript and high school diploma his or her receipt of the State Seal of Biliteracy.

Students may demonstrate proficiency in a targeted foreign language on the Assessment of Performance toward Proficiency in Languages (AAPPL) or the Standards-Based Measurement of Proficiency (STAMP) test. Cost: Approximately \$20

Please contact the Program Coordinator, Eliana Callan at Eliana_callan@glenbard.org with any questions.

THE EDUCATIONAL RIGHTS OF ILLINOIS' CHILDREN & YOUTH IN HOMELESS SITUATIONS

Statewide Access to Education for Homeless Children and Youth

If you have any questions regarding the educational rights of homeless children and youth in Illinois, you can contact:

Glenbard Twp High School District 87 Homeless Liaison
Ms. Janet Cook
(630) 469-9100

The Educational Rights of Homeless Children & Youth

Homeless children and youth face special problems in getting to school and staying in school. Many homeless families move during the school year, sometimes more than once. School records get lost. Physical examinations and immunizations required for school may be hard to get. Both Illinois and federal law – the Illinois Education for Homeless Children Act and the federal McKinney-Vento Homeless Assistance Act – require that school district liaisons provide assistance to homeless children and youth to solve these problems. These liaisons have an ongoing obligation to understand the barriers faced by homeless children and youth in enrolling, attending and succeeding in school and an obligation to address those barriers, whatever they may be.

Illinois school district liaisons are required to take action to help children and youth who are homeless. The educational rights and benefits for homeless children and youth are described below.

Who is Homeless?

The definition of “*homeless*” under Illinois (and federal) law is very broad. It includes a person who lacks a “fixed, regular and adequate nighttime” abode; a person whose primary nighttime residence is a shelter (including transitional housing or hotels) or a place not ordinarily used by human beings for sleeping (box, car, etc). **This definition is broad enough to include “the hidden homeless”, i.e., children and youth that are temporarily doubled-up in housing because they cannot afford a place to live.**

Choice of Schools

Children and youth who are homeless must be given a choice of schools to attend. **Each time a child changes schools he or she may lose 4 to 6 months of academic and developmental time. Moving just twice in one year can ruin a child’s chances of success.** To avoid this problem, Illinois (and federal) law requires that a homeless child be given the choice to continue to attend the “home” school for as long as he or she is homeless. After the family finds a home, the child is allowed to finish the school year in the same school. Transportation must be provided by the school district(s) if requested by the parent/guardian or liaison (for youth). The “home” school (also called “school of origin”) includes the school where the child was last enrolled or the school the child was enrolled in when last in permanent housing. These rules apply regardless of whether the school chosen is in the same district as the school of origin.

The Illinois State Board of Education’s policy on the education of homeless children and youth provides that: “Consistent school attendance by homeless children and youth in their school of origin is important to the success of all learners. School districts have a responsibility to help foster consistent attendance by reaching out to homeless families and working with them to provide that homeless children and youth continue to attend their school of origin without interruption, wherever possible.”

Homeless families may also choose to enroll their child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. Transportation assistance for homeless children is not generally provided at these schools unless the school already provides it to non-homeless children.

Immediate Enrollment

By law, Illinois schools must allow a homeless child/youth to enroll in school immediately, even without any records (medical* or school-related), proof of residency, or any other documentation. The school can ask for an address or phone number at which the school might be able to contact the parent/guardian. The purpose of this immediate-enrollment rule is to make sure the child/youth first and foremost is attending

school. After the child is enrolled, it is the duty of the school staff to immediately contact the previous school to obtain all necessary records. **Please note: Information given at time of enrollment is confidential.**

** If a child/youth lacks immunizations or records of such, the school must refer the parent/guardian to the liaison, who shall help obtain necessary immunizations or records.*

Transportation

When the student attends the home school, the parent/guardian may request that the school provide assistance with transportation. The school can request that the parent/guardian attend a meeting at which the teacher, the principal or some other school staff person discusses whether travel to the school of origin is really in the child's best interest. *The final decision on which school the child attends, however, remains with the parent/guardian or liaison (for unaccompanied youth).*

Settling Disputes

If a school district and a homeless parent disagree regarding a homeless child's right to educational services, the parent/guardian must be provided with written explanation of the school's decision, including a right to appeal. The school must continue to provide services, including transportation, until the dispute is settled.

The school must provide the parent/guardian with information about the dispute process as well as a list of low cost or free legal assistance and other advocacy services in the community. This ensures that parents get the help they need.

Each school district liaison must ensure that enrollment disputes are mediated. An ombudsperson at the Regional Office of Education must convene a meeting of all parties and attempt to resolve the dispute within five (5) school days, if possible. The liaison shall ensure that an unaccompanied youth is immediately enrolled pending resolution.

A parent or child may also file a lawsuit against the school to protect their rights. If they do so and win, the cost of the lawsuit, including their attorney's fees, must be paid by the school.

If you have any questions regarding the educational rights of homeless children and youth in Illinois, you can contact any of the following:

Glenbard Twp High School District 87 Homeless Liaison

**Ms. Janet Cook
(630) 469-9100**

**National Association for the Education of Homeless Children and Youth
(855) 466-2673**

**Regional Office of Education #26
(309) 837-4821**

**DuPage Regional Office of Education
(630) 407-5800**

**Law Project of the Chicago Coalition
for the Homeless
(800) 940-1119**

**Illinois Coalition to End Homelessness
(708) 848-0503**

Information Hotline
Illinois State Board of Education
(800) 215-6379

Peggy Dunn, Principal Consultant
Illinois State Board of Education
Accountability Division
(217) 782-2948

Reporting of Criminal Offenses Committed by Students

Upon receipt of any written, electronic or verbal report from any school personnel regarding a verified incident involving battery, firearms or drugs, the superintendent or his or her designee shall report all such incidents occurring in a school or on school property to the local law enforcement authorities immediately and to State authorities through the Student Incident Reporting System (SIRS).

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87
BOARD POLICIES

Policy 2:260

Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7;
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students.
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.3
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.); or
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc.. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of

his or her findings with the Superintendent. The Complaint Manager may request an extension of time if a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. The Superintendent has designated the Assistant Superintendent of Human Resources and Student Services and the Human Resources Coordinator as Complaint Managers.

Nondiscrimination Coordinator:

Title: Assistant Superintendent of Human Resources & Student Services
Name: Josh Chambers
Address: 596 Crescent Boulevard
Glen Ellyn, Illinois 60137-4297
Telephone: (630) 469-9100 ext. 5116

Complaint Managers:

Title: Assistant Superintendent of Human Resources & Student Services
Name: Josh Chambers
Address: 596 Crescent Boulevard
Glen Ellyn, Illinois 60137-4297
Telephone: (630) 469-9100 ext. 5116

Title: Human Resources Coordinator
Name: Barbara Nimmo
Address: 596 Crescent Boulevard
Glen Ellyn, Illinois 60137-4297
Telephone: (630) 469-9100 ext. 5129

Administrative Procedure 4:110-R1

Transportation Procedures

Eligibility

- A. Students residing at least one and one-half miles from school shall be provided free transportation to school. Cases in which there is doubt as to the distance a student resides from his or her school of attendance must be referred to the District's Director of Transportation for measurement and other review. **Distance challenges will be handled by the Director of Transportation for resolution.**
- B. Subject to the submission of a petition to the Board of Education, and in accordance with Section 29-3 of the Illinois School Code (105 ILCS 5/29-3), the Board of Education may permit students residing within one and one-half miles from school of attendance to receive free transportation to school where conditions are such that walking, either to or from the school or to or from a pick-up point or bus stop, is determined to be a serious hazard to the safety of the student due to vehicular traffic or rail crossings. Such transportation shall not be provided if adequate transportation for the public is available.

Fee-Based Transportation

The Board of Education recognizes that students who do not qualify for free busing may still desire busing to school. Transportation may be provided on a fee basis to students that do not qualify for free transportation if the following conditions are met:

- Space must be available on the bus. Space availability will not be determined until September 15th of each school year when bus capacities are determined.
- If space is available, the student must enter the bus from a regularly established bus stop serving the student's school of attendance. The District will not add additional routes for such students.
- The applicant must complete Application (Form 4:110-E2), which must in turn be approved by the Director of Transportation.
- Fees must be paid in advance of service offered to student.

Privileges to ride the bus may be revoked for inappropriate behavior or infractions of the rules, as determined solely in the discretion of the District. There will be no refund of fees if privileges are revoked for disciplinary reasons.

Students that are eligible for free transportation shall take precedent over fee-paying students for spaces on a bus. If at any time during the school year a student that is eligible for free transportation is added to the bus roster and, as a result, there are no longer enough seats to accommodate a fee paying student, the fee paying student shall be removed from the bus roster. If there is more than one fee paying student on the bus roster, the fee paying student who paid his or her fee last to the District will be removed from the bus roster. If a fee paying student is removed from the bus roster due to limited space, the District will reimburse the fee paying student removed from the bus roster prorated.

The cost for fee-based transportation shall be set each year by the Board of Education.

Determination of Bus Zones and Routes

- A. Usually in the spring prior to the first year in high school, but no later than the opening of school, every student must complete a student statistical sheet. The statistical sheets must be submitted to the Guidance Office as soon as possible after completion.
- B. The District Administrative Center must assign each student to a zone within the appropriate school attendance area. The zone assignment reflects whether or not a student is eligible to ride a bus.
- C. Homeless students shall be assigned a bus route in accordance with the McKinney Homeless Assistance Act.
- D. The District Transportation Office will establish bus routes taking into account the density of student population in the various zones and the particular needs of each building. The District Transportation Office must list bus routes by school, showing place and time of pickups by route. The route of listings must be forwarded to each building. Data processing, on return of the bus report from the bus company, must file them for use in preparation of reimbursement reports.
- E. District Data Department will enter information to indicate if the student is eligible to ride a bus.
- F. At registration each fall, a student's identification card should be stamped "bus" so that the driver can easily read it. The student must also be provided the bus route that he/she has been assigned.

New Students or Student Change of Address

- A. New students or students who enter or have a change of address during the school year must complete a student statistical sheet on which the District Administrative Center must assign a zone number.
- B. Such students that are eligible to ride a bus will be provided with an assigned bus route.
- C. If a student's change of address results in a change in the student's bus eligibility, the student must get a new student identification card.

Quality of Transportation Service

Meetings shall be held quarterly with the transportation contractor to review the following areas to insure quality bus service:

- 1. Discipline
- 2. Communication between contractor and school
- 3. Pickup and departure times
- 4. Bus loads
- 5. Adequacy of late bus routes
- 6. Adequacy of extra-curricular buses
- 7. Special event scheduling
- 8. Compliance with all local, State and Federal requirements for operation. This includes reviewing safety reports and driver certification requirements.
- 9. Bus evaluation drill.

Cost of Transportation Service

There shall be an annual review of the cost of providing transportation service.

Special Education Transportation

There shall be an annual review with the Cooperative Association for Special Education (**CASE**) of the following areas:

1. Cost
2. Safety
3. Scheduling and routes
4. Compliance with local, State and Federal requirements
5. Procedure for student placement on bus

Bus Rules for Students

The following instructions to bus students should be distributed at least prior to the first year of the student's riding a bus:

- A. Changing weather and traffic conditions make it impossible for your bus to call for you at exactly the same time each day. Therefore, we recommend that you arrive at your bus stop at least 5 minutes early; and while waiting for your bus, please have respect for other's people property and the roadway.
- B. When boarding the bus, have your identification card ready in hand to show to the driver.
- C. Conduct while riding the bus:
 1. You may converse quietly with persons sitting near you, but must not annoy other bus riders.
 2. You must not change seats when the bus is in motion.
 3. Under no circumstances may you put your head or arms out of the windows. Windows must not be lowered below the mark shown on the bus.
 4. Treat bus equipment as you would valuable furniture in your home. *Damage to seats, etc., must be paid for by the offender.*
 5. In the case of a road emergency, remain in the bus until instructions are given by the driver.
 6. The use of profane or abusive language will not be tolerated on the bus.
 7. Drivers are not permitted, except by proper authorization by a school official, to stop at places other than the regular bus stop.
 8. Smoking or striking matches is not permitted on the bus.
 9. Do not push or crowd when loading or unloading; be courteous to fellow passengers allowing front row students to disembark first.
 10. Unload only by the front door - the rear door is for emergency use only.
- D. The bus driver is responsible for the bus and deportment of riders. If it becomes necessary for the bus driver to ask for your identification card, you are to surrender it without argument.
- E. Failure to comply with these regulations may result in suspension of your bus riding privileges or your suspension from school.

Administrative Exhibit 9:010-E1

Acceptable Use of Technology Policy (AUP) Authorization Forms

The following section must be completed by all employees, students, and users of District electronic resources

By signing below, I acknowledge that I have received, read, and understand Policy 9:010, *Acceptable Use of Technology Policy (AUP)*, and any implementing administrative procedures, handbooks, and guidelines. I agree to all terms of the AUP and related materials. I understand that it is my responsibility to become acquainted with the AUP and related materials, and to keep up-to-date on any changes that may be implemented from time to time. I understand that I am expected to comply by the AUP and related materials, that I may not be notified immediately by the District of changes to the AUP and related materials, and that my ignorance of the AUP and related materials is not an excuse for a violation or other misconduct. I understand that I may be disciplined (up to and including suspension and expulsion, for students, and dismissal, for employees) and/or subject to other legal action for violations of the AUP and related materials.

User's Full Name	User's Position (for Employees), Grade (for Students), or Relationship with District (for All Other Users)
User's Signature	Date

******The following section must be completed by each student user's parent/guardian******

As the parent/guardian of the student signing above, I acknowledge that I have received, read, and understand Policy 9:010, the *Acceptable Use of Technology Policy (AUP)*, and any implementing administrative procedures, handbooks, and guidelines. I agree to all terms of the AUP and related materials for myself and for my student. I understand that it is my responsibility to make sure my student and I are acquainted with the AUP and related materials and keep up-to-date on any changes that may be implemented from time to time. I understand that my student is expected to comply with the AUP and related materials, that my student and I may not be notified immediately by the District of changes to the AUP and related materials, and that my or my student's ignorance of the AUP and related materials is not an excuse for a violation or other misconduct. I understand that my student may be disciplined (up to and including suspension and expulsion) and/or subject to other legal action for violations of the AUP and related materials.

Parent/Guardian's Full Name	
Parent/Guardian's Signature	Date

Administrative Exhibit 9:010-E2

Glenbard District 87 Technology Rental & Security Agreement

Description of Technology devices to be rented:

- Apple iPad
- Protective Case
- USB-1M Apple Lightning Cable
- USB-USB Power Adapter/Charger

Annual Rental Fee: \$ _____
(To be determined annually by the Board)

Glenbard Township High School District 87 is pleased to offer you the option to rent a technology device and related resources from the District. In order to rent a technology device and the resources associated with it, the student's parent/guardian must agree with the terms and conditions detailed below and indicate their understanding of this agreement before their student may be issued a device. The terms and policy detailed below is a minimum requirement for all students participating or assigned to the 1:1 program at all Glenbard District 87 high schools.

The following terms govern the use of the technology device rented from the District and identified on this form:

1. **Ownership.** The District retains ownership of the technology device. The device/equipment must be turned over to District staff upon request for content inspection, maintenance, or other administrative or support actions. Renters must provide access and passcodes to the device upon request by any Glenbard staff member.
2. **Home Use.** The student is permitted to take the device home at the end of the school day. In addition, students that plan to return for the following school year are permitted to continue to use the rental device during the summer months **if** their student accounts receivable balance is zero. Students that owe money at the end of the school year will be required to turn in their assigned device prior to the last day of school.
3. **Reasonable Care.** It is the responsibility of the student and his/her parent(s)/guardian(s) to exercise reasonable care over the technology device at all times. This includes, but is not limited to, keeping the device within the assigned/provided case at all times, the duty to secure the technology device in a safe location and to otherwise take reasonable steps to protect the technology device from damage and theft. For example, leaving a technology device in an unsecured location can promote theft, and leaving a technology device unattended in a car, even if secured, can lead to damage from temperature extremes. If a technology device is damaged as a result of the student and/or his/her parent(s)/guardian(s)'s failure to exercise reasonable care, the student and his/her parent(s)/guardian(s) will be responsible for a replacement fee for the technology device.
4. **Student Expectations.** Students are expected to bring their iPad with them to school every day. The devices must be fully charged, in their provided case and ready to be used when they arrive to school. When necessary, a keyboard will be

available for student use in the classroom, or students may check out a keyboard for an extended period of time.

- 5. Insurance. Students and parent(s)/guardian(s) who pay the rental fee are automatically insured. The insurance covers accidental damage and loss/theft of a device. **Families/students that are eligible for fee waivers are encouraged but not required to purchase the insurance plan.** Repairs and replacement of the technology device can be costly and the District will not waive the cost of repairs or replacement for uninsured students. The insurance requires a deductible to be paid before a replacement device may be issued. **Rented devices will be replaced with similar model devices.** In all cases of loss or theft the District requires that a police report be filed and a copy of the report be submitted along with the insurance deductible before a replacement device will be issued. In certain situations the student may be loaned a temporary device while their iPad is being repaired or serviced.

The deductible fine amounts are as follows:

1st occurrence - \$75; 2nd occurrence - \$150; 3rd occurrence - \$300

The District is the only party authorized to repair/service the rented devices. Any additional money spent by parents/students during the rental period will not be reimbursed. Renter remains liable for any damages identified during or after the rental period if/when the device is turned in and inspected.

What is NOT covered: The District’s insurance plan does not cover water/spill damage, gross negligence, or intentional damage. Accessories and replaceable parts such as cases, cables, charging adapters, or batteries will not be replaced/covered by this insurance plan. Cosmetic damage, which does not affect the functionality, will not be repaired/replaced. If insurance does not cover the damage, the parent(s)/guardian(s) will be required to pay for the replacement of the device. Any device with removed or altered serial numbers will not be covered and parents will be responsible to replace any altered devices.

- 6. Return of Technology Device. The District may require the student to return the technology device and/or related resources at any time, including if the student is no longer enrolled at the District or at the end of the school year. The student must return the technology device in the same condition as the District issued it. **No permanent marks may be made on the technology device or related resources.** Cases that have been “decorated” or modified will be required to be replaced with a clean/new case. Devices that have been decorated or modified in any way will be assessed and the student will be responsible for any fines/fees accordingly. A student who fails to produce the technology device and/or any related resources within 24 hours after such a request may be subject to discipline or other consequences. The District will impose fines for the cost or repair or the replacement of lost items. If the iPad, protective case, USB cable, 10W USB power adapter, or any part thereof is missing or damaged upon return, the renter will be responsible for the current replacement cost, referenced below (to be determined annually by the Board):

iPad Base Price	\$ _____
Protective Case	\$ _____
USB-1M Apple Lightning Cable	\$ _____
USB-USB Power Adapter/Charger	\$ _____

7. Stolen Property Report. Renters understand that failing to return rental items will result in the School District filing a stolen property report with local law enforcement. Unauthorized persons in possession of School District property are subject to prosecution under Illinois law. The rental device is the property of Glenbard Township High School District 87, a state agency; the theft of the provided device may result in felony charges.
8. Rental Fees. The annual rental service fee is nonrefundable. Once the student has taken possession of the device no portion of the fee will be refunded for any reason. Students that transfer in at any time during the year will be charged the full rental service amount. The device rental fee will **NOT** be prorated for the shortened term and will be required to be renewed at the regular price at the start of the next school year.

Buyout Option. The assigned device may be purchased from the District should a student be transferring out of the District and all other fees/charges are current. Buyout rates will be determined annually by Board. When a device is purchased from the District, the ownership of the device will be transferred to the parents/guardians/student. Once purchased, the device will no longer be eligible for the District's insurance coverage or any additional internal support services.

Technology Device Safety

1. Filter. The District may filter or block any material on the technology device that the District in its sole discretion deems to be inappropriate, including certain Internet sites. The District may grant requests to adjust filters or unblock sites/service for bona fide educational purposes. The student may make a request to their instructor who may request to have such filters or blocks adjusted. The presence or lack of filters or blocks do not relieve the student and/or his/her parent(s)/guardian(s) of their responsibility to comply with requirements of this Agreement or the District's Acceptable Use Policy and does not relieve the parent(s)/guardian(s) of their responsibility for supervising the student's use outside of school.
2. Safety Training. The District provides basic training in Internet safety & digital citizenship as part of the curriculum. It is the responsibility of the student's parent(s)/guardian(s), however, to ensure the student uses the technology device in a safe and appropriate manner at all times.
3. Supervision off School Grounds. The District's rental of the technology device to the student does not create any duty on the part of the District to provide supervision of the use of the technology device or protection of the student regarding use of the technology device off school grounds or outside of school hours. It is the sole responsibility of the parent(s)/guardian(s) to supervise the student use of the technology device when off school grounds or outside of school.

No Expectation of Privacy

1. District Right to Monitor. Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the technology device even if using a personal account (such as a personal webmail or social media account). The technology device may contain tracking and/or monitoring software that allow the District to obtain and record information concerning use of

the technology device. The District may review and record activities on the Internet, use of personal, password protected websites and accounts, webmail, social media, or other accounts accessed on the technology device. The District may also use tracking location services or a mobile device management system to identify the geographic location of the technology device. The District may install and use such software for the purposes described above at any time, including but not limited to if a technology device is lost, stolen, or not returned. Students and/or their parent(s)/guardian(s) will not be notified individually when such software is used for the purposes described above. The District will not actively track or monitor the use of the devices outside the District's internal network. As a result, the District is not responsible for assisting with the recovery of any lost or stolen devices no matter where or when the loss occurs. The iPads/Apple ID accounts include access to a "Find My iPad" feature that enables the registered account holders to attempt to locate their iPads via Apple's online services. Use of the "Find My iPad" feature will be covered during the initial mandatory training session. While this service may be used to attempt to recover or locate a device it does not guarantee that this application/utility will locate or recover your device.

2. Passwords. The student must provide requesting staff members with all passwords/passcodes to the device and its contained software or applications upon request. Failure to provide staff with access to the device may result in lost content due to the resetting process. In addition, the student may also be subject to discipline or other consequences if the student is unwilling to provide such access.
3. District Retention of Records Created by the Device. The District may retain any records, including but not limited to electronic communications, such as emails and messages on personal social media accounts, from the technology device that it determines must be retained by law, including public records under the Local Records Act, school student records under the Illinois Student Records Act, and educational records under the Family Educational Rights and Privacy Act.

Appropriate Use

1. Non-School Related Uses. The technology device is intended for use only by the student for school related/educational purposes. The student may engage in non-school related uses if such uses comply with all District policies and procedures and if such uses do not interfere in any way with the student's ability to use the technology device for school-related uses.
2. Lending of Device Prohibited. The student may not lend the device or related resources to anyone, including members of the student's family, for any reason. Loss or damage of the device while in use by anyone other than the assigned renting student will not be covered by the District insurance program.
3. District Policies. The student's use of the technology device must comply with all requirements of all District policies and procedures, including but not limited to the Acceptable Use of Technology policy, other technology policies and procedures, and the student discipline code, regardless of where or when the student's use occurs. This means that any use by a student of a technology device will be subject to discipline as if the activities had occurred during school hours on school grounds, regardless of whether the conduct occurs off-campus and/or on the student's free time. The District reserves its right to block application functionality, implement security measures, change device settings, or take any other administrative or security steps, as deemed necessary in the District's sole

discretion. Any attempt to modify (aka “Jailbreak”) the device/equipment, including but not limited to changing Internet access settings, will be construed as a violation of the District’s Acceptable Use of Technology policy.

4. Installation of Applications. Each student will be required to create an Apple ID. This will allow the student to download applications (Apps) and content from the App Catalog/iTunes/App Store. Glenbard School District 87 may provide the students with redeemable application codes or links to applications for specific courses. These codes will be provided directly and only to the assigned student and once redeemed cannot be transferred, reused, or reclaimed. If a student’s provided codes are redeemed on an alternative Apple ID, the District will not provide additional redemption codes and it will be the parent/student’s responsibility to acquire the application(s) needed for use in the classroom. These Apple ID accounts should be initially created **without the need for a credit card** or alternative payment method provided. Parents/students may choose to associate a credit card or gift card to make additional purchases at their own discretion. There are a large number of free apps available that the District will utilize as much as possible/appropriate. Parents/guardians acknowledge that the District is not responsible for the operator’s activities performed while using any applications. Any charges due to Apple or other third parties merchandise providers that are generated from within any application or content/media (aka “In-App Purchases”) are the responsibility of the renter/account holder. The District is not responsible for disposition of personal applications when the device is returned. The District is not responsible for any software loaded on home computers or the effect or interaction that the provided device or its software may have on the home computer’s other programs or systems.
5. Storage Management. Students must maintain sufficient memory to accommodate all school-required content. The devices have a finite amount of local storage space available and required school content will take priority over personal content such as photos, videos, music or non-required apps.
6. Revocation of Use. The use of the technology device and the District’s network is a privilege, not a right. The District may revoke the student’s right to use the technology device and related services at any time it deems appropriate, including where the student violates this Agreement or District policy or procedure. Additional details provided within Glenbard School Board Policies:
 - 9:010, *Acceptable Use of Technology*
 - 9:010-R1, *Bring Your Own Technology (BYOT) Program Student Guidelines*
 - 9-010-R2, *Expectations for Communicating Electronically with Students*
 - 9:010-R3, *Web Publishing Guidelines*
 - 7:140, *Search and Seizure*
 - 7-180-R1, *Preventing Bullying, Intimidation, and Harassment*
 - 7-190, *Student Discipline*
7. Indemnification. The student and parents/guardian release, hold harmless, defend, and indemnify the District from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the District and related to the student’s use of the device or the student’s or parents’/guardians’ breach of this agreement.

If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

*Parent/Guardian will indicate acceptance of this agreement using their confidential student information system account user name and password. Once they have logged into the student information system they will be presented with the text above and given the option to agree to these terms or to decline these terms and then be directed to contact phone numbers and or additional information. Parents will not be permitted to continue with the registration/demographics validation process until after they have agreed to these terms.

iPad Rentals

District 87 has completed the transition from textbooks to electronic devices. All students are now issued iPads for instruction and the majority of curriculum materials will be delivered electronically. The annual rental fee for the iPad is \$189, which includes insurance, technical support and use of loaner equipment. After the family has made 4 annual rental payments over the student's career at Glenbard and student's account is paid in full, the device will become the property of the student. Glenbard charges an annual fee of \$85 for digital curriculum. Any curriculum materials not provided electronically will be provided at no additional cost. This includes textbooks, paperback novels, and workbooks. Items that will still need to be purchased include PE uniforms and locks, science goggles, and any supplies required by the teacher for that specific course.

Policy 6:240

Field Trips and Educational Tours

The Board of Education encourages field trips and educational tours when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. A field trip must show promise of providing significant learning experiences not otherwise obtainable in the classroom. Educational tours include overnight stays and must be directly supplemental to a regular school course and show promise of providing significant learning experiences not otherwise obtainable in the classroom. A field trip is considered an educational tour if it requires an overnight stay. Any field trip or educational tour may be canceled due to danger to students, staff, or chaperones. In the event that a field trip or educational tour must be canceled due to dangerous circumstances, fees paid by students may be forfeited.

Guidelines for field trips and educational tours are:

1. All field trips and educational tours shall be adequately supervised by staff members and other adults.
2. Whenever entrance fees, food, lodging, or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated by the Board of Education; however, no student shall be excluded from any field trip or educational tour because of a lack of funds. Each building will assure that any student wishing to participate in a school-sponsored field trip or educational tour will be allowed to do so. On all field trips, a bus fee to be set by the Superintendent or designee may be charged to help defray the cost of transportation.
3. Parental permission must be obtained in writing when a field trip or educational tour is planned.

4. Field trips and educational tours require the authorization of the Superintendent or designee, who may deny a request in the Superintendent's sole discretion.
5. Any field trip that is over 100 miles requires Board of Education approval.
6. All educational tours require Board of Education approval.
7. Authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the student involved.

The teacher shall arrange for the supervision and appropriate alternative learning experiences for non-participating students.

Administrative Procedure 6:240-R1 **Student Field Trips**

General Conditions for School Field Trips

- A. The Glenbard Field Trip/Educational Request Form must be completed prior to any field trip.
- B. The school must have written approval of a student's parent(s)/guardian(s) before the student may go on a field trip.
- C. A Field Trip Waiver and Release Form must be submitted for each student participating in a field trip or educational tour.
- D. Appropriate supervision and instructional alternatives shall be made available to students whose parent(s)/guardian(s) who refuse or fail to give approval to a field trip.
- E. The student is responsible for making up any work missed because of the field trip.
- F. Participating students must comply with District 87 policies and regulations governing student behavior and with other conditions and directions of the sponsoring teacher and/or chaperones.
- G. A sufficient number of chaperones, as determined by the Building Principal, must accompany a field trip to insure the safety and good conduct of students.
- H. Chaperones must be persons of good character and at least 21 years of age.
- I. Field trips must make accommodations for students with financial hardships and students who participate in the free or reduced lunch program.
- J. Any field trip that is over 100 miles requires Board of Education approval.
- K. Athletic and extracurricular activity field trips sanctioned by the school principal or School District Athletic Department that are not part of the IHSA program require completion of the Glenbard Extracurricular Activity & Athletic Field Trip Request Form prior to the trip.

Administrative Procedure 6:240-R2 **Educational Tours**

General Conditions for Educational Tours

- A. Any field trip involving an overnight stay is considered an "educational tour" and shall be governed by the provisions herein. All educational tours shall be approved by the Board of Education.
- B. The Glenbard Field Trip/Educational Tour Request Form and the Glenbard Educational Tour Teacher Form must be completed prior to any educational tour.

- C. Tours must be directly supplemental to a regular school course and show promise of providing significant learning experiences not otherwise obtainable in the classroom.
- D. A minimum of ten students must participate in an educational tour before it can be accepted as part of the regular school program.
- E. A field trip waiver and release form and power of attorney must be submitted for each student participating in a field trip or educational tour.
- F. The school must have written approval of a student's parent(s)/guardian(s) before the student may go on an educational tour.
- G. Appropriate supervision and instructional alternatives shall be made available to students whose parent(s)/guardian(s) refuse or fail to give approval to an educational tour.
- H. The student is responsible for making up any work missed because of the educational tour.
- I. Participating students must comply with District 87 policies and regulations governing student behavior and with other conditions and direction of the sponsoring teacher and/or chaperones.
- J. A sufficient number of chaperones, as determined by the Building Principal, must accompany an educational tour to insure the safety and good conduct of students.
- K. Chaperones must be persons of good character and at least 21 years of age.
- L. Educational tours must make accommodations for students with financial hardships and students who participate in the free or reduced lunch program.
- M. Athletic and extracurricular activity field trips sanctioned by the school principal or School District Athletic Department that are not part of the IHSA program and include an overnight stay require completion of the Glenbard Extracurricular Activity & Athletic Field Trip Request Form and the Glenbard Educational Tour Teacher Form prior to the trip.

Policy 7:10

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to

the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Policy 7:15

Student and Family Privacy Rights

Surveys and Research

All surveys and research requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Third party student surveys and questionnaires are those that are created by a person or an entity other than a District official, staff member, or student. Third party student surveys and questionnaires may be administered if approved by the Board of Education. An ad hoc committee composed of the District's four Assistant Principals of Instruction will review all proposals on a quarterly basis. If the Assistant Principals of Instruction believe the proposal has merit and follows policy guidelines, they will forward the proposal with their recommendation to the Board of Education for review and approval. The surveys or research must advance the District's educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request; and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Policy 7:20

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, bully or intimidate a student on the basis of actual or perceived: race; color; national origin; military status, unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protections status; status of being homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassing, bullying or

intimidating conduct, whether verbal, physical, sexual, 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, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name Assistant Superintendent for Human Resources
Address 596 Crescent Blvd., Glen Ellyn, IL
Telephone No. (630) 469-9100

Complaint Managers:

Name Ms. Barbara Nimmo
Address 596 Crescent Blvd., Glen Ellyn, IL
Telephone No. (630) 469-9100

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Policy 7:100

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Upon entering the ninth grade; and
2. Whenever a student first enrolls in school within the District, regardless of the student's grade.

Proof of immunization against meningococcal disease is required from students in grade 12 beginning with the 2015-2016 school year.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

Unless an exemption or extension applies, the failure to comply with the above requirements upon registration will result in the student's exclusion from school until the required health forms are presented to the District. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If for medical reasons, one or more of the required immunizations must be given after the first day of school, then 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, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. A minimum of sixty (60) days' notice must be given to the public that proof of health examination and immunization is required prior to registration.

A student transferring from out-of-state who does not have the required proof of immunization may attend classes only if he or she has proof that an appointment for the required vaccination is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccination is properly submitted.

Dental/Vision Examinations

Parents/guardians are encouraged to have their children undergo a dental and vision examination whenever health examinations are required.

Parents/guardians of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye and/or dental examination.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification.
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Policy 7:140

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. These searches may be conducted without notice to or consent of the student or the student's parents, without suspicion of wrongdoing, and without a search warrant.

This policy applies to vehicles and their contents parked on property owned or controlled by the school or on any public or private property for which school authorities issue a parking permit. In addition, each school shall require students, in return for the privilege of parking on school or other property, to consent in writing to searches of his or her vehicle and its contents without notice, suspicion of wrongdoing or a search warrant.

The Superintendent or designee may request the assistance of law enforcement officials to conduct random inspections and searches of lockers, desks, parking lots, other school property and equipment and vehicles as provided above for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. School officials may turn over items obtained in a search to law enforcement officials.

Students

When there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules, school authorities may search a student and/or the student's personal effects in the student's possession such as purses, wallets, knapsacks, book bags, lunch boxes, and electronic equipment and/or devices capable of storing, sending, and/or receiving data etc., such as, but not limited to computers, cellular telephones, personal digital accessories (PDAs), universal serial bus (USB) flash drives. Students may be required to surrender login/password information at the request of the Building Principal or designee.

The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a licensed employee or liaison police officer of the same sex as the student.
- By a network Administrator or designee – when a search of equipment and/or devices capable of storing, sending, and/or receiving data is required.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Administrative Procedure 7:140-R3

Use of Canine Search Units for Building, Grounds, Lockers, and/or Automobiles

Each building's administrative team may authorize the use of a canine search unit on randomly chosen days during a specified period of the day, using school personnel and/or law enforcement officials. Such searches shall be conducted in the following manner:

1. The building principal will initiate his/her request to the superintendent to use the police canine unit for building, grounds, lockers, and/or automobile searches. The principal will arrange with the police department the date, time, and location that the search is to be conducted.
2. If the canine search occurs during school hours, the principal or designee will inform students, faculty, and staff via the PA system that the police with a canine unit are conducting a building, grounds, locker, and/or automobile search. Students and staff will be instructed to use lock-down procedures. Students will remain in their classes for the duration of the search with no passes being issued.
3. The principal will designate a random section of buildings, grounds, lockers, and/or automobiles to be searched.
4. During the search, the canines will be on a leash and controlled by their handler at all times.
5. When the dogs are in the building with a handler, the canines and handlers are to be accompanied by a building administrator at all times. Dogs will not have any direct contact with students or faculty.
6. At the conclusion of the search, the principal or designee will communicate to students, faculty, and staff via the PA system that the search has been completed, the canines have left the grounds and the lock-down is over.
7. School personnel will investigate any identified building, grounds, lockers, and/or automobiles. Students or staff associated and/or assigned to an identified building, ground, locker, and/or automobile in question will be called to the Deans' Office and/or the Principal's Office, as appropriate, for further investigation.

Policy 7:160

Student Appearance

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. Procedures for handling students who dress or groom

inappropriately will be developed by the Superintendent and included in the Parent-Student Handbook.

Policy 7:180

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics **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 School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's 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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Assistant Superintendent of Human Resources
596 Crescent Blvd, Glen Ellyn, IL 60137
630-469-9100

1. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - e. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

- f. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- g. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- h. 9:10, *Acceptable Use of Technology*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Acceptable Use of Technology* policy.

Policy 7:185

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

- b. The Nondiscrimination Coordinator, building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Policy 7:190

Student Behavior (formerly known as *Student Discipline*)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes and vaporizing cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

- a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular

school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, cheating using technology, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Dressing in a way or having an appearance that presents a health or safety hazard, which materially and substantially disrupts the educational process, or which is prohibited by school dress requirements.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within

the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall

use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.
3. Non-lethal weapons, including pepper spray or mace, or any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on

a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Procedure 7:190-R1

Student Handbook – Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspensions for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

Policy 7:220

Bus Conduct

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Use of Video Cameras on School Buses

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

Discipline Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Administrative Procedure 7:220-R1

Electronic Recordings on School Buses

Review of Electronic Recordings

Electronic videos and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, law enforcement officer working in the District, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to law enforcement officers working in the District and District personnel. These individuals must have, (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals

viewing a video recording stating the time, name of individual viewing it, and the date the videotape was viewed.

If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

Notice of Electronic Recordings 720 ILCS 5/14-3(m)

The Eavesdropping Act exempts electronic recordings on school buses from its coverage when transportation is provided for a school activity, provided the School Board adopted a policy authorizing their use. Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

Student Conduct

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy and shall reimburse the School District for any repairs or replacement necessary as a result of the tampering.

Policy 7:270

Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector and/or asthma medication prescribed for use at the student's discretion. For asthma medication, the student's parent(s)/guardian(s) must have completed and signed a "School Medication Authorization Form." For students that possess an epinephrine auto-injector, there must be a physician order along with the student's parent(s)/guardian(s) completed and signed "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of the medication by school personnel. Under no circumstance shall teachers or other non-administrative personnel, except licensed school nurses and non-licensed registered nurses, be required to administer medicine to students.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Opioid Overdose Prevention Program

The Superintendent or designee may authorize the School District trained personnel to participate in the Narcan® program. The District will comply with the provisions of 20 ILCS 301/5.23 governing the Drug Overdose Prevention Program in DuPage County, Illinois. Authorized staff will complete all training programs required by the DuPage Narcan® Program (DNP).

Nasal Narcan® Use:

When using the Nasal Narcan® kit, authorized staff will maintain universal precautions, perform patient assessment; determine unresponsiveness, absence of breathing and or pulse. They will notify the local EMS and Paramedic Unit when dispensing Narcan®. Staff shall follow the protocol as outlined in the Nasal Narcan® training.

Nasal Narcan® Deployment Protocol:

- Identify and assess victim for responsiveness, pulse and status of breathing
- If no pulse, initiate CPR and AED as per normal protocol; notify incoming EMS
- If pulse is present and the victim is unconscious, assess breathing status
 - If breathing is adequate (>8 per minute, no cyanosis) and no signs of trauma, place in the recovery position

- If breathing is decreased or signs of low oxygen (cyanosis) and overdose is suspected (based on history, evidence on scene, bystander reports, physical examination) then proceed with Narcan® administration
- Retrieve and assemble Narcan® kit
- Administer a maximum of 1mg in each nostril for a total of 2mg, using the mucosal atomizer device
- Initiate breathing support with pocket mask, bag-valve-mask and oxygen if available
- If no response after 3-5 minutes and a second dose of naloxone is available, repeat the administration
- Continue to monitor breathing and pulse – if breathing increases and there is no evidence of trauma, place in the recovery position
- If at any time pulses are lost, initiate CPR and AED as per normal protocol
- Keep responding EMS advised of patient status when able to do so
- Give full report to EMS when they arrive
- Complete documentation and internal department procedures for restocking and notification

NOTE: When staff deploys nasal Narcan® and it results in a resuscitation of an overdose victim, that staff member should encourage that person receives appropriate follow-up care. The effects of Narcan® only last for a limited period of time and the person may experience another opiate overdose when the effects of the Narcan® wear off. As such, every effort should be made to encourage that person to be transported to the hospital for additional care.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers into the District.

Exhibit 7:270-E1**School Medication Authorization Form**

*To be completed by the **child's parent(s)/guardian(s)**. A new form must be completed every school year, and kept in the school nurse's office or, in the absence of a school nurse, the Building Principal's office:*

Student's Name:		Birth Date:
Address:		
Home Phone:	Emergency Phone:	
School:	Grade:	Student I.D.:

*To be completed by the **student's physician, physician assistant or advanced practice RN**: (Note: for Asthma inhalers and Epinephrine Auto-injectors only, use the section on the next page.)*

Physician's Printed Name:		
Office Address:		
Office Phone:	Emergency Phone:	
Medication Name:		
Purpose:		
Dosage:	Frequency:	
Time medication is to be administered or under what circumstances:		
Prescription Date:	Order Date:	Discontinuation Date:
Diagnosis requiring medication:		
Is it necessary for this medication to be administered during the school day? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Expected side effects, if any:		
Time interval for re-evaluation:		
Other medications student is receiving:		
Physician's Signature:		Date:

Asthma Inhalers / Epinephrine Auto Injectors

For **only parent(s)/guardian(s) of students who need to carry and use their asthma medication or an epinephrine auto-injector:**

I authorize the School District and its employees and agents, to allow my child or ward to self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector (105 ILCS 5/22-30).

Please initial to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent(s)/Guardian(s) Initial

For **all parents/guardians:**

1. By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors to my child when there is a good faith belief that my child is having an anaphylactic reaction whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 98-795). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices,** and
2. To indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name:

Parent/Guardian Signature:

Date:

Policy 7:285

Allergy Policy

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock.

A written Health Plan/Section 504 Plan will be developed for all identified students having severe allergies to food or other substances. This Plan will address all aspects of the school environment that impact the student and will be shared with School District personnel on a need-to-know basis in the discretion of the School District's Administration.

Parents and students are responsible for informing School District personnel regarding a student's allergies prior to the start of school (or immediately after a diagnosis) and any ensuing changes in the student's allergy status. Parents are responsible for providing the School District with up-to-date emergency medications (including epinephrine auto-injectors) to be placed in a designated location(s) and/or to be carried by the student, if appropriate. (See 7:270 E1, School Medication Authorization Form.)

Parents are specifically responsible for teaching their children to:

1. Take responsibility for avoiding allergens.
2. Recognize the first symptoms of an allergic/anaphylactic reaction.
3. Promptly inform an adult as soon as exposure to an allergen or symptoms appear.
4. Know where a prescribed epinephrine auto-injector is located at all times.
5. Carry and administer a prescribed epinephrine auto-injector, if appropriate.

Once informed of a student's allergy, the School District will take all reasonable steps to minimize the student's exposure to the identified allergen. The School District will provide training to necessary staff members concerning allergy response.

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at:
www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf
3. Complies with State and federal law and is in alignment with Board policies.

LATEX BAN

Many students have latex allergies and our schools will take every step to ensure that our students are safe and healthy. **This means that latex products like latex balloons and silly string will not be allowed on campus at any time.**

Policy 7:335

Using a Photograph or Videotape of a Student

Pictures of Students

Students may occasionally appear on school web sites in photographs and videotapes taken by school staff members, other students or other individuals authorized by the Building Principal. The school may use these pictures, with or without identifying the student in various school publications, including the school yearbook, web site, and school newspaper.

No consent or further notice is needed or will be given before the school uses pictures of students in school publications taken while they are at school or a school-related activity. However, if a parent does not want his/her student's name used in connection with pictures/videos in the yearbook, school newspaper, or various other school publications, the parent must complete Form 7:335-E, which will be available from, and must be returned to, the Building Principal specifically identifying the publication in which the student is not to be named.

Student Teacher Performance Assessment

All candidates completing teacher preparation programs are required to pass an evidence-based assessment of teacher effectiveness approved by the State Board of Education, 105 ILCS 5/21B-30(f). The student teacher must provide a professional portfolio consisting of short video recordings of their teaching in our classrooms and samples of students' written work. During the course of the videotaping, students may appear on the recordings. No student names will appear on any video and last names will be removed from all submitted work samples.

Student teachers must obtain a signed release form, Exhibit 7:335-E2, *Student Teacher Assessment Release Form* prior to recording class instruction.

Policy 7:340

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.

3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school 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 parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parent(s)/guardian(s) of their rights regarding school student records.

Administrative Exhibit: 7:340-E1
Notification to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parent(s)/guardian(s).

This notice contains a description of your and your student's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent* record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names/addresses of the student's parent(s)/guardian(s)

2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System
3. Attendance record
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code"
5. Scores received on the State assessment tests administered in grades 9-12
6. Record of the release of permanent record information that includes the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release

The *permanent* record may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

All information not required to be kept in the student permanent record shall be stored in the student *temporary* record and must include:

1. Scores received on the State assessment tests administered in the elementary grades
2. Information regarding serious disciplinary infractions, specifically those involving drugs, weapons, or bodily harm to another, that resulted in expulsion, suspension, or the imposition of punishment or sanction
3. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
4. Completed home language survey
5. Record of the release of temporary record information that includes the same information as listed above for the record of release of permanent records
6. Health-related information, defined by the Illinois State Board of Education as "current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g.

glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, (e.g. nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)”

7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The student *temporary* record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Other disciplinary information
9. Special Education files
10. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
11. Teacher anecdotal records
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

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 school records. They are:

- 1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual Board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- a. Name
- b. Address
- c. Gender
- d. Grade level

- e. Birth date and place
- f. Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers
- g. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- h. Academic awards, degrees, and honors
- i. Information in relation to school-sponsored activities, organizations, and athletics
- j. Major field of study
- k. Period of attendance in school

Any parents/guardians or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington DC 20202-4605

Policy 7:350

Video Surveillance/Notification

To assist in maintaining security and to deter inappropriate conduct, Glenbard Township High School District #87 may position video cameras and/or monitors in public areas of school property, such as in the hallways, stairwells, the gymnasium, cafeteria, school buses and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the camera.

