

**2018-2019  
Panther Planner  
Glenbard North High School**

**Glenbard North High School**  
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Carol Stream, IL 60188  
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www.glenbardnorthhs.org

**Glenbard District Office**  
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Glen Ellyn, IL 60137  
Telephone (630) 469-9100  
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www.glenbard87.org

**SCHOOL ADMINISTRATION**

|                      |                                       |
|----------------------|---------------------------------------|
| Dr. David Larson     | Superintendent                        |
| Dr. John Mensik      | Principal                             |
| Ms. Debra Cartwright | Assistant Principal, Student Services |
| Mr. John Healy       | Assistant Principal, Instruction      |
| Mr. Eric Johansen    | Assistant Principal, Operations       |
| Mr. Matthew Bowser   | Assistant Principal, Athletics        |
| Ms. Erika Willis     | Dean of Students                      |
| Ms. Limaris Pueyo    | Dean of Students                      |
| Mr. Ryan Hall        | Dean of Students                      |
| Ms. Susanna Melón    | Attendance Dean                       |

**BOARD OF EDUCATION**

**Mr. Richard Heim, President**

Mr. Robert Friend  
Ms. Mary Ozog  
Ms. Jennifer Jendras  
Ms. Judith Weinstock  
Ms. Martha Mueller  
Ms. Margaret DeLaRosa

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

**Inspire ... Empower ... 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

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**Glenbard District 87  
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.

**GLENBARD NORTH IS A LEARNING COMMUNITY  
WHERE WE RESPECT:**

- Ourselves
- Our personal responsibilities
- Our time commitments
- Treat others with courtesy and dignity
- Be courteous in action and deed
- Do your best
- Each other, including our differences
- Our campus, by using good manners
- The property of others
- Honor your responsibilities
- Tell the truth
- Be on time

**THIS WE BELIEVE**  
**ABOUT OUR RESPONSIBILITY TO OUR STUDENTS,**  
**THEIR PARENTS AND OUR COMMUNITY**

We view education as a lifelong process to which many institutions contribute, including the family, the community and its organizations, and society in general. The task given by society to the school is the formal education of its youth.

The fundamental purpose of the Glenbard High Schools is to provide educational experiences that will enable each student to develop talents and capabilities in order to assume a responsible role in a global society. While maintaining high standards for achievement, we emphasize the intellectual, physical, emotional and social development of each student. We recognize the dignity and worth of the individual, and we wish to preserve and enhance within each student a sense of personal responsibility and tolerance for others.

In providing these educational experiences, we acknowledge that the interaction between teacher and student is central. We expect the use of varied teaching methods which will address different learning styles and promote active student learning, gender equity, and multicultural fairness. We also recognize that our commitment to education can best be fulfilled if we seek the cooperation and active involvement of parents and others who share responsibility for the welfare and development of the student.

**In carrying out our responsibilities, our principle aims shall be:**

1. To provide a comprehensive classroom program in accordance with student needs and interests, the level of community support, and governmental mandates.
2. To instruct all students in a program that includes academic subjects in the humanities, arts, sciences, career and physical education, and to offer extracurricular activities, guidance, counseling, and library services.
3. To assist students in developing problem-solving attitudes and skills through the process of discovering and organizing knowledge and critically evaluating information.
4. To provide an environment which stimulates critical, creative, and evaluative thinking skills and which promotes the desire for acquiring further knowledge.
5. To help students understand, adjust to, and effect changes in society and in technology.
6. To promote an understanding of the political, social and economic systems of the United States.
7. To offer students opportunities through which they may experience rights and responsibilities of our democratic society.
8. To inspire respect for the United States of America and for the democratic process and to demonstrate concern for all people.

**THIS WE EXPECT FROM THE STUDENTS:**

1. **We expect all students to achieve to the best of their ability.** Our school is responsible for providing good teachers and an environment which encourages learning. Students are responsible for reaching out for new ideas and experiences. 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. For those who plan a college career, a sound high school education is preparation for success in college. High school also represents a vital opportunity to obtain a well-rounded general education necessary for success in the workplace. We recognize the many degrees and forms of achievement which characterize excellence. We will not compromise any student's ability by accepting less than one's best efforts.
2. **We expect all students to consider their schooling as their first priority.** Many of our students hold jobs which require them to work several hours a week. We generally support this practice unless it causes students to carry a minimum course load or to ignore their school obligations. If students are not available for extra help from teachers, for makeup work or for participation in extracurricular activities, we question the value of their jobs. Our teachers do not recognize a conflict with a job as a valid excuse to defer makeup work or extra help. Now is the time for our students to receive their formal high school education. Shortchanging this for a job is neither wise nor acceptable.
3. **We expect students to attend every meeting of every class.** There are no "free cuts" or "ditch days." Students are required to attend each class period. It is impossible to benefit from classroom learning experiences without consistent daily attendance. Students who accumulate an excessive number of unexcused absences will be withdrawn from class and receive a failing course grade.
4. **We expect students to complete all homework and class assignments.** Students should expect to receive and should complete daily homework in each class. Work and study completed outside of class time is necessary to the learning process. Our teachers expect their students to complete all assignments on time.

5. **We expect students to know and conform to our school's rules of conduct.** Of great importance are your personal behavior code, your ideals, and the respect you show yourself. We hope that you will further develop your values and your ability to make difficult moral and ethical decisions. Developing a sense of responsibility in the classroom and in extracurricular activities is essential. Missed appointments with teachers, broken promises to turn in missing work - all without explanation or apology may affect a student's progress to his/her own measure of excellence and achievement. Your place in a democratic society and in a high school where individuality is respected imposes upon you the responsibility for your own behavior.

**THIS WE ASK FROM PARENTS:**

To translate our philosophy into reality requires cooperation and maximum effort from our students, our parents, and our teachers. Parents play an essential role in helping students develop self-discipline and a positive attitude toward learning.

1. **We ask parents to realize that we cannot do this important job without their participation.** Their role in schooling may seem less direct but is perhaps more important than ours. When students report to school, they bring their homes and families with them. And family expectations, hopes, problems, fears and challenges greatly influence a student's performance in school. We need each parent's support; we welcome each parent's questions; and we welcome your active interest and your participation!
2. **We ask parents to be aware of our expectations for students and our student rules of conduct.** Parents can be informed by attending our Open House sessions, by using the Panther Planner, and by contacting us with all questions and concerns. Good communication will enable us to solve our problems - TOGETHER!
3. **We ask parents to assume responsibility for their student's regular class attendance. Success in school is directly related to consistent attendance.** We follow the school calendar and check with care each student's attendance. No "free cut," no "ditch day," and no "holiday" for competitors in co-curricular competitions are built into our calendar. If your student has an unauthorized absence, do not present us with an excuse that will cover it because you may be paving the way for future unauthorized absences. Students who accumulate an excessive number of unexcused absences will be withdrawn from class and earn a failing grade for the course.
4. **We ask parents to return telephone calls and respond to behavior reports and Progress Reports promptly.** Teachers spend much effort and time preparing these so that you will be well informed about your student's progress. Through your response, you show your concern about your student's growth and achievement. Teachers need your cooperation in providing your student with the best educational program possible.
5. **We ask parents to provide a study area at home where students can study and work each day.** This area should include the space required for writing and for reading. It also should have good lighting and be relatively free of distractions and interruptions.



### **What PBIS looks like for Glenbard North High School**

The primary focus of teaching is to help students to reach their personal potential as competent, self-reliant, literate, and responsible individuals. During this development, it is every student's responsibility to conduct oneself appropriately so another student's opportunity to learn is not diminished.

Improving student academic and behavioral outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. School-wide "P.B.I.S.," which stands for "Positive Behavioral Interventions and Supports," provides an operational framework for achieving these outcomes. PBIS is NOT a curriculum, intervention, or practice, but IS a decision-making framework that guides the selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavioral outcomes for all students.

The basic premise of PBIS is to modify inappropriate student behavior by teaching the desired behavior, and to increase the occurrence of appropriate behaviors through a rewards system. PBIS, along with the existing disciplinary code, can help to eliminate inappropriate behaviors and increase the appearance of appropriate behaviors in the school environment.

Attitudinal changes can be achieved through the creation of an atmosphere that provides inclusion, friendliness, and a sense of order and safety. Good manners and a positive attitude are infectious and are conducive to creating a positive learning environment. The purpose of PBIS is to change inappropriate behavior before it happens by teaching positive behavior. PBIS is always looking for new and creative ways to increase positive behaviors and attitudes. Recognition for appropriate behaviors and attitudes is a good and effective way to reinforce them. A critical piece to any PBIS program is the development of a school-wide system that recognizes the strengths and academic achievements of all students.

It is important to recognize as many students as possible in order to make a difference. An important step to creating a positive connection to school is a program which enables every student to enjoy a level of success that might not have been possible under conventional academic achievement policies. As students enjoy a higher level of success in school, positive effects begin to take place, including a higher investment in the atmosphere of the building and increased feelings of ownership and belonging.



|  | <b>Prepare for Success</b>  | <b>Act with Integrity</b>  | <b>Work Together</b>  | <b>Show Respect</b>   |
|---|---|--|---|---|
| <b>Classroom</b>  | <ul style="list-style-type: none"> <li>• Keep assignment notebook</li> <li>• Complete assignments on time</li> <li>• Be organized and maintain study habits</li> <li>• Have proper class materials</li> </ul>   | <ul style="list-style-type: none"> <li>• Be honest</li> <li>• Do your own work</li> <li>• Share work only when directed by your teacher</li> <li>• Make school a priority</li> </ul>       | <ul style="list-style-type: none"> <li>• Talk when appropriate</li> <li>• Value the opinions of others</li> <li>• Help others</li> </ul>        | <ul style="list-style-type: none"> <li>• Keep your cell phones in your locker and out of the classroom</li> <li>• Keep hands to yourself</li> <li>• Keep a positive tone of voice</li> <li>• Be an active listener</li> </ul> |
| <b>Hallway/ Stairwell</b>   | <ul style="list-style-type: none"> <li>• Arrive in five</li> <li>• Have your pass visible at all times</li> <li>• Carry your student ID</li> </ul>  | <ul style="list-style-type: none"> <li>• Display affection appropriately</li> <li>• Help others</li> <li>• Use appropriate language &amp; volume</li> <li>• Dress appropriately</li> </ul> | <ul style="list-style-type: none"> <li>• Keep pathways clear &amp; moving</li> <li>• Walk</li> <li>• Keep hallways clean</li> </ul>             | <ul style="list-style-type: none"> <li>• Keep your interactions positive</li> <li>• Follow the directions of all adults</li> </ul>  |
| <b>Cafeteria/ Panther Court</b>   | <ul style="list-style-type: none"> <li>• Be on time for lunch</li> <li>• Make healthy choices</li> </ul>  | <ul style="list-style-type: none"> <li>• Pay for your food</li> <li>• Take your proper place in line</li> <li>• Recycle</li> </ul>   | <ul style="list-style-type: none"> <li>• Stay in designated area</li> <li>• Maintain a clean environment</li> <li>• Wait your turn</li> </ul>   | <ul style="list-style-type: none"> <li>• Be kind to lunch staff</li> <li>• Be polite to others</li> <li>• Include others</li> </ul>   |
| <b>Gym/Locker Rooms</b>   | <ul style="list-style-type: none"> <li>• Dress for P.E.</li> <li>• Be on time</li> </ul>  | <ul style="list-style-type: none"> <li>• Resolve conflicts with maturity</li> <li>• Lock-up personal items</li> <li>• Demonstrate good hygiene</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Participate and help others</li> <li>• Demonstrate good sportsmanship</li> </ul>                       | <ul style="list-style-type: none"> <li>• Leave others' property alone</li> <li>• Maintain personal space</li> <li>• Listen/follow directions</li> </ul>   |
| <b>School Events</b>  | <ul style="list-style-type: none"> <li>• Be involved in a school sponsored activity</li> <li>• Have pride in your school</li> <li>• Take seat promptly</li> </ul>   | <ul style="list-style-type: none"> <li>• Pay admission</li> <li>• Remain in authorized areas</li> <li>• Be a positive participant</li> <li>• Set a good example</li> </ul>                 | <ul style="list-style-type: none"> <li>• Be welcoming &amp; kind to visitors</li> <li>• Value teamwork</li> <li>• Support each other</li> </ul> | <ul style="list-style-type: none"> <li>• Cheer positively</li> <li>• Dress appropriately</li> <li>• Use appropriate language</li> </ul>   |
| <b>In All Areas (Bathroom, Bus, Campus)</b>                                       | <ul style="list-style-type: none"> <li>• Dress appropriately</li> <li>• Use appropriate language</li> <li>• Flush</li> <li>• Resolve conflicts with maturity</li> <li>• Say please and thank you</li> <li>• Clean up after yourself</li> <li>• Be on time</li> <li>• Attend school regularly</li> <li>• Keep electronic devices off and in your locker</li> <li>• Treat all peers and adults with respect</li> <li>• Keep the environment clean and beautiful</li> <li>• Refrain from vandalizing property</li> </ul> |  |   |   |

## DEPARTMENT CHAIRS

|  |                      |
|--|----------------------|
| Applied Arts                               | Mr. Adam Butcher     |
| English                                    | Ms. Laura Payton     |
| Fine Arts                                  | Mr. Nathan King      |
| Mathematics                                | Ms. Michele Hawbaker |
| Physical Education/Driver Education/Health | Mr. Gary Heilers     |
| School Counseling                          | Ms. Colleen Joyce    |
| Science/Industrial Technology              | Mr. Eric Day         |
| Social Studies                             | Mr. Kevin Coon       |
| Special Education                          | Ms. Tina Saviano     |
| World Languages                            | Ms. Tracy Balhan     |

## WHOM TO SEE FOR WHAT

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

|                               |                            |
|-------------------------------|----------------------------|
| Academic Issues               | School Counselor           |
| Athletics                     | Mr. Bowser                 |
| Attendance Issues             | Deans' Office              |
| Books and Supplies            | Book Store                 |
| Bus Information and Issues    | Mr. Johansen               |
| Driver Education Information  | Mr. Heilers                |
| Free Lunch Program            | Ms. Cartwright             |
| G.E.D. Test Information       | School Counselor           |
| Guest Pass for Social Event   | Deans' Office              |
| Homeless – McKinney-Vento Act | Ms. Cartwright             |
| IPAD Issues                   | Tech Help Desk             |
| Locker Jam                    | Deans' Office              |
| Lost and Found                | Deans' Office              |
| Medical Issues                | Nurses' Office             |
| Parking                       | Deans' Office              |
| Physical/P. E. Excuses        | Nurses' Office             |
| Replacement of I. D. Card     | Deans' Office              |
| School Fees                   | Ms. Cartwright             |
| Sexual Harassment             | Ms. Cartwright             |
| Student Clubs and Activities  | Ms. Cartwright             |
| Student Rights/Freedoms       | Ms. Cartwright             |
| Summer School                 | School Counselor           |
| Theft                         | Deans' Office              |
| Title IX                      | Principal/Athletic Office  |
| Transcripts                   | Registrar/School Counselor |
| Work Permit                   | Registrar/School Counselor |

## GENERAL INFORMATION

### BOOKSTORE

The Bookstore is open in the morning from 7:00 a.m. to 7:25 a.m., during the second half of all lunch periods, and after school from 2:30 pm – 3:00 pm. It is the place to get non-digital books and purchase school supplies including gym uniforms.

Although most textbooks are digital, students may still receive certain hardcover textbooks. These books are barcoded with a unique number that will identify each book. Students are required to take care of the textbooks. If a book is lost or destroyed, the family will be required to pay the replacement cost of the textbook.

### BULLETINS

The Daily Bulletin will be published each school day and sent via Gmail. All bulletins must be received in the Main Office no later than 3:15pm the day prior. Athletic team results may be turned in prior to 7:30am that day.

### CAFETERIA

The Glenbard North Cafeteria is operated by Sodexo Management and 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 observe the following rules:

- You are required to present your student ID when purchasing items.
- All students must scan their ID's when purchasing food or drink in the cafeteria.
- PICK UP ALL LITTER AFTER EATING.
- DEPOSIT DISPOSABLE REFUSE IN TRASH CANS.
- Carefully clean up spilled food and/or broken utensils. The custodian will provide brushes, mops and dustpans as needed.
- Because classes are in session, students from the cafeteria may use only the washrooms located in the 1400 hallway until 5 minutes prior to the end of the lunch period.
- Students must arrive to lunch on time.

### Cafeteria Prepayment

Cafeteria Prepayment, Notice of Procedures – The food services department uses a computerized point of sale program, which enables parents to prepay for meals. To use the program, students scan their ID to deduct the food cost from a prepaid balance. Similar to a debit card, the system will not accept charges or negative balances. To establish an account, go to MySchoolBucks.com and click “Sign Up Today.” You can then create an account and prepay with your credit or debit card. An account will be established for your child the same day and can be used the next school day. Parents or students can monitor the account balance on the MySchoolBucks.com website. Students can also check their balance by asking the cashier as they proceed through the line.

**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. All refunds must be requested in writing by a parent or guardian. Refund checks will be mailed to parents. No cash refunds will be issued. Student should spend balances of less than \$10.00 since no refund will be issued for this amount or less.

### LOCKERS

Students will be assigned a locker by the Deans' Office. Gym lockers will be assigned by the physical education teachers, and athletic lockers will be assigned by the coaches. Physical Education students, athletes, and band members will purchase a lock from the bookstore for their use.

THE SCHOOL DOES WHAT IT CAN TO SAFEGUARD STUDENTS AGAINST THEFT, HOWEVER, **THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR LOSSES.** STUDENTS ARE URGED NOT TO KEEP VALUABLES OR MONEY IN THEIR LOCKER AND TO KEEP THEIR LOCKER LOCKED. SCHOOL AUTHORITIES RESERVE THE RIGHT TO OPEN AND EXAMINE THE CONTENTS OF ANY LOCKER AT ANY TIME!

Students will not write on, deface or vandalize their locker in any way. Furthermore, students may not share individual lockers or their combinations with other students. If a locker does not work properly, the students should report this to the Deans' Office. The Administration may inspect and search student lockers without notice to, or the consent of, the student. Additionally, these

searches may also include the desks, parking lots, and other school property and equipment, as well as personal effects left in these places.

The student has no reasonable expectation of privacy in the above mentioned places and areas, or in their personal effects left in these areas.

### **INSURANCE**

District 87 provides 'school time' accident insurance protection for your student as part of its current insurance program. 'School time' includes the school day while your student is attending academic school sessions and up to one hour before and one hour after regular classes. Your student is protected during school-sponsored activities as well, which further includes travel directly or indirectly and uninterrupted to and from such school activity. Note: This coverage does not include interscholastic tackle football. Optional coverage can be purchased for two programs: 24-Hour Optional Coverage and Grade 9-12 Interscholastic Tackle Football. Insurance brochures will be available during BACK-TO-SCHOOL WEEK or by calling the school. Benefits are secondary to all other collectible insurance policies. Accidents or injuries must be reported to the appropriate teacher, coach, trainer or nurse as soon as possible. Accidents that are not reported within 30 days of the accident will not be covered by the insurance carrier. Medical insurance is the responsibility of the parents. This insurance program is for 'school-time' accidents only.

### **LOST AND FOUND**

A student who finds any lost article in the school or on campus should take it to the Deans' Office where the owner can claim it. Articles such as athletic equipment, which are found in either the gyms or in any of the locker rooms, should be turned in to the Physical Education teachers.

### **PHOTOGRAPHS AND IMAGES OF STUDENTS**

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.

### **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.

### **SCHOOLGY**

Schoology is an online learning, classroom management, and social networking platform intended to improve learning through better communication, collaboration, and increased access to curriculum and supplemental content. Glenbard North considers Schoology an extension of the classroom, and provides secure access to the system only to students currently enrolled in courses utilizing the LMS platform. Students are expected to communicate in a professional manner with faculty, colleagues, and other staff members on Schoology. Students are encouraged to be conscientious of everything posted to Schoology. Any materials deemed foul, offensive, or inappropriate are strictly prohibited. Offending students will be subject to consequences as outlined in the Student Handbook.

### **STUDENT GRADES/PERFORMANCE**

Your student's progress can be reviewed online through PowerSchool. Grades are posted by your student's teacher for homework, quizzes, tests, etc. A semester 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.

### **STUDENT RESIDENCY**

Under Illinois law, only students who are residents of the Glenbard School District may be admitted to a Glenbard High School on a tuition-free basis. 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: (1) students in certain exchange programs may attend tuition free; and (2) 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.

Generally, only students who live in the school district with their custodial parent or guardian will be regarded as residents. (1) new enrollees; (2) students who do not live in the school district with their custodial parent or guardian; and (3) students/parents or guardians in unusual residency situations may be required to complete a residency form, provide documents to establish residency and go through a residency review process. Students who are deemed not to be residents may be denied enrollment or removed from enrollment and subject to payment of tuition. Anyone who misrepresents facts in relation to the residency of a student may be subject to criminal and civil legal proceedings.

## **STUDENT SUPPORTS**

Student Intervention Programs are offered during student lunch hours. Programs are designed to work to assist students who are struggling in classes and have been identified by teachers as students who may benefit from additional assistance.

### **AP CAFE**

The AP Cafe is located in the 1400 Hallway. Students can meet in a supervised area during lunch hours to hold study groups and help prepare for AP Exams

### **GOALS PROGRAM - LUNCH INTERVENTION**

Lunch Intervention will take place during one half of the student's normal 48-minute lunch. When students are selected to attend Lunch Intervention, the student and parent will be notified. Attendance is mandatory. Disciplinary consequences will be imposed if a student does not attend Lunch Intervention. Those students not assigned to Lunch Intervention may use this time to access additional resources at Glenbard North High School.

### **THE QUAD**

The Quad provides students with Peer Tutors (The Quad Squad) that will assist them in the areas of Algebra, Geometry and Algebra 2 with Trig. Students may visit The Quad during their Lunch Hour to have specific content "re-taught" to them prior to completing a test or quiz retake. The Quad is located in the 1400 Hallway.

### **THE WRITE PLACE**

The Write Place offers student-centered writing support for the entire Glenbard North student body, regardless of grade or course. Working one-on-one with student clients, tutors will collaborate with and coach their peers by offering constructive feedback and strategies to help clients improve on every stage of writing. The Write Place tutors will assist in all stages of the writing process, from brainstorming to revising as well as help with specific skill-based concerns, such as: Developing sophisticated claims, deepening your analyses, improving sentence structure and variety, incorporating and citing sources, writing with clarity and detecting and repairing grammar and use errors. Students may visit The Write Place during their Lunch Hour. The Write Place is located in the 1400 Hallway.

## **SELECTIVE SERVICE REGISTRATION**

Law requires male students who are about to turn 18, to register with the Selective Service System. Registration is a requirement for federal student loans, job training benefits and federal employment. Students may register at their local post office or in our Registrar's Office by presenting identification or on-line at their web site, [www.sss.gov](http://www.sss.gov). Students must register within 30 days before or after their 18th birthday.

## **S.T.R.I.V.E.**

### **SUCCESS THROUGH REACHING INDIVIDUAL EXPECTATIONS**

This 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 STRIVE is to improve academic achievement for students who have failed or are in danger of failing courses and promote individual responsibility.

**STUDY HALL**

The purpose of Study Hall is to provide Glenbard North students an opportunity to increase their academic achievement by working on their school related work outside of class. All rules and procedures must reflect their purpose in addition to all the rules and expectations of Glenbard North High School.

**Study Hall Rules**

1. Use quiet voices
2. Passes to leave study hall must be issued by your classroom teacher
3. Non-disruptive eating and drinking is permitted

**WORK PERMITS**

Work permits for students 14 years of age or older may be secured in the School Counseling Office by presenting a statement from the employer which identifies the industry or company and explains the type of work to be done by the employee.

**TECHNOLOGY DEVICE TRAINING AND SUPPORT**

To support our freshmen, and any other students receiving an iPad in August, each student is required to take part in a training program during their Back-to-School day. This training is conducted by a teacher and focuses on basic functions and setup, appropriate use, Gmail, PowerSchool, etc.

If students encounter a problem with their District-leased iPads, they should report to the Tech Help Desk, just outside of the south cafeteria. Depending on the issue, it may be resolved at that time, or moved to one our technicians for 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 before a replacement device will be issued.

## ACADEMIC INFORMATION

### GRADE PLACEMENT – See also Policy 6:280

The number of credits a student has earned is the determining factor in what grade they are placed. The following criteria are used to determine a student's grade placement:

| Grade Placement    | Credits Required  |
|--------------------|-------------------|
| Grade 9 Freshman   | 0 – 5.5 Credits   |
| Grade 10 Sophomore | 6 – 11 Credits    |
| Grade 11 Junior    | 11.5 – 17 Credits |
| Grade 12 Senior    | 17.5 – 23 Credits |

### GRADUATION REQUIREMENTS – See also Policy 6:300

No more than six credits earned at the Technology Center of DuPage and/or in Cooperative Education may be applied toward graduation. In earning the necessary credits, a student shall successfully complete the following to be eligible to receive a Glenbard diploma.

| Subject                                    | Requirement   |
|--|---|
| <b>Credits for Required for Graduation</b> | 23 including Classroom Driver Ed.   |
| <b>English</b>                             | 8 Semesters<br>7 of English<br>1 of Speech or 2 of Acting   |
| <b>Math</b>                                | 6 semesters including Algebra 1 course work with Geometry content                                       |
| <b>Science</b>                             | 6 semesters   |
| <b>Consumer Education</b>                  | 1 semester<br>Business & Consumer<br>Consumer Management<br>CWT Class<br>Economics<br>AP Macroeconomics |
| <b>Cultural Ed</b>                         | 1 semester  |
| <b>Health</b>                              | 1 semester  |
| <b>Physical Education</b>                  | 6 semesters<br><b>Included</b> in GPA   |
| <b>Social Studies</b>                      | 6 semesters<br>2 sem. of US History<br>Pass Constitution Test<br>1 sem. Government                      |
| <b>Applied Arts</b>                        | 1 semester of Business, FACS, or Technology   |
| <b>Driver Education</b>                    | Complete Classroom Portion of Driver Ed   |
| <b>SAT</b>                                 | Complete Examination  |

## SCHOOL COUNSELING SERVICES

### Mission Statement

The mission of Glenbard North's School Counseling Program is to complement and enrich the mission of Glenbard District 87 by addressing the academic, personal/social, and post-secondary/career development of our students. School Counselors, in collaboration with stakeholders (students, parents, teachers, administrators, support staff, and the community) work to provide opportunities to strengthen and foster the continuous improvement of student achievement. Through a comprehensive, developmental counseling model we focus on the following priorities:

1. Classroom curriculum and individual conferences that help students become critical thinkers and positive decision-makers, while also planning for their future.
2. Removal of barriers to create safe and supportive learning environment for all students.
3. Open lines of communication with parents and guardians ensuring student support at school and at home.
4. Communicate available resources to students, and encourage them to utilize innovative learning tools and supports.
5. The treatment of all students as valuable, life-long learners, providing them with access to the same resources and interventions in place to help them be successful in present and future endeavors.

The School Counseling Department facilitates the academic, career/college, and social/emotional development of all students. Services include:

#### **School Counseling Core Curriculum**

Instruction  
Group Activities

#### **Responsive Services**

Counseling  
Crisis Response

#### **Individual Student Planning**

Appraisal  
Advisement

#### **Indirect Services**

Referrals  
Consultation  
Collaboration

### Core Curriculum

#### **Freshman Year**

Freshman Check-In  
Four-Year Academic Plan

#### **Sophomore Year**

Career Exploration  
Naviance Interest Inventory

#### **Junior Year**

College Exploration  
Testing Information

#### **Senior Year**

Post-Secondary Planning  
Post-Secondary Transition Meeting

#### **Registrar:**

A registrar handles and protects all student academic records. The registrar works with the college administrative assistant on transcripts, scholarships, and the college application process. The registrar makes frequent contact with students, staff, parents, and outside agencies.

#### **Naviance:**

Naviance is a college and career readiness platform/tool that helps connect academic achievement to post-secondary goals. It allows students to create a plan for their futures by helping them discover their individual strengths and learning styles and explore college and career options based on their results.

## **SCHOOL COUNSELORS**

School Counselors are assigned to a certain alphabetical grouping of the student body. The student's counselor assignment is printed on semester schedules.

### **COUNSELOR ASSIGNMENTS: 2018-2019**

|                                      |                |
|--------------------------------------|----------------|
| A-BLAD; ELL, Monitor 1 & 2           | Julie Shannon  |
| BLAE-CHERL; Life Skills & Directions | Colleen Joyce  |
| CHES-GOND:                           | Kim Munro      |
| GONE-LIAM:                           | Carole Gebka   |
| LIAN-O:                              | Jaime Kennedy  |
| P-SAM:                               | Miriam Walton  |
| SAN-WIN:                             | Sean Thomas    |
| WIO-Z & AVID Students:               | Kelly Mitchell |

## **LEARNING RESOURCE CENTER**

The Glenbard North library is a teaching and learning library and an extension of the classrooms throughout the school. Classes and individual students use the library more than 100,000 times a year for research. There are computers for student use and more than 20,000 print and eBooks that students and staff may check out. Our DVD collection compliments the curriculum and is generally available to staff only.

**Hours:** 7:00 a.m. to 3:30 p.m. Monday through Thursday; 7:00 a.m. to 3:15 p.m. Fridays.

### **Loan periods and procedures for library materials are as follows:**

- Fiction and non-fiction books may be checked out for 3 weeks and may be renewed. Renewing a book prior to the due date helps avoid fines!! Please bring the book and your ID to the library if you'd like to renew a book.
- Magazines may be checked out for 3 days.
- Students need a valid school ID to check out materials.
- Materials can be returned at the library front desk or the book drop in the hall.
- Fines are charged for overdue materials; 10 cents/day for regular collections, \$1.00/day for certain books (will be informed at checkout).
- Students with outstanding fines lose the privilege of checking out library materials. All fines must be paid prior to finals week of second semester.

### **Library Use and Expectations**

Students using the library before or after school need to show a valid student ID; no pass is required before or after school.

The library is most often used by teachers with their classes for research. When the library has room, study hall students or students during their lunch can use the library if they have a curriculum-related pass from their teacher or a librarian. Study hall students always need to report to their designated study hall first for attendance before coming to the library. They then present their library pass and student ID to library staff and sign in.

The expectation for study hall and lunch students is that they focus on schoolwork and don't interfere with the rights of students and teachers who need a quiet and orderly place to work and study. School rules apply in the library as they do throughout the school. The library is essentially a classroom and we especially expect the following:

- Respect the rights of other students and staff to a quiet atmosphere to study.
- Computers and other electronic devices are to be used for research and school related activities only.
- Quiet study and not socializing.

If a student repeatedly finds it difficult to meet the rules in the library, maybe the library is just not the place for them, and they'll be required to take a break from visiting us. We hope that doesn't happen, but with our limited space, we really need to be respectful of those who need a quiet place to study!

### **Library Pass Procedures**

Individual students entering the library need a pass. One student per pass, first and last name provided. We'll ask that you sign in.

No long-term passes, please.

Teachers write their student a pass to the library because the student needs to work on an assignment for their class. Please respect your teacher and work on their assignment while in the library.

Students who are "excused" or "unexcused" from the school day may not spend time in the library.

Students will be sent back to their class, study hall, or lunch if spaces are unavailable.

## **HEALTH CENTER**

A 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 on the emergency form 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 Examination, Immunizations and Exclusion of Students and Policy 7:285 Allergy Policy, Policy 7:270 Administering Medicines to Student.**

### **PHYSICAL EDUCATION MEDICALS & EXCUSES**

Will be issued by the nurse upon request from a licensed physician only. Parent and medical excuses need to be presented to the nurse. Parent excuses are acceptable up to three (3) days per semester. The physician's office may FAX the medical excuse to the attention of Ms. Donna Biere or Ms. Kerry Windle at (630) 681-3413.

## **SCHOOL SAFETY**

### **STUDENT IDENTIFICATION CARD**

Each Glenbard North student is required to have a current school identification card. The card serves the following purposes:

1. Student identification
2. Entrance into the building
3. A bus pass for students eligible to ride the school buses
4. An activity ticket for students
5. A library card for students checking out materials
6. Purchase of lunch in student cafeteria
7. Sign-in at computer labs and library

Students must carry their identification card and must present it upon entrance to the building each day. When at school students are expected to present it when asked for identification by any staff member (administrator, teacher, clerical, security personnel) or employee of First Student. If the circumstances warrant, the staff member may keep the identification card and present it along with a Behavior Report to the Dean of Students. Refusal to present and relinquish the card will be considered insubordination and will result in disciplinary action by the Dean of Students.

The first I.D. card for the current school year will be issued during the registration period in late August. Replacement I.D. cards may be obtained by paying a fee of \$2.00 to the Deans' Office. A limited number of temporary ID's will be given before it may result in a Dean consequence.

### **FOOD DELIVERIES**

Students are allowed to order food from restaurants and have them delivered to Door 1 during their lunch period. Students must ensure their delivery arrives during their lunch period only and have enough time left in their lunch period to eat their food. Students are not allowed to miss class or arrive tardy to class in order to wait for a food delivery or eat their food. If a food delivery arrives outside of the student's lunch period, it will be held at Door 1 and the student can pick up the food delivery at the end of the school day. Students who fail to follow these procedures will be denied this privilege and can be assigned disciplinary interventions.

### **AFTER-SCHOOL EXPECTATIONS**

Students are not allowed to remain after school unless in a supervised activity. Students that remain after school unsupervised will be asked to leave the building and assigned disciplinary interventions.

### **EMERGENCY DRILLS**

- Fire Alarm - Directions for reaching an exit are posted in each room. Make sure you understand the directions and do not assume that it is a false alarm. We expect all students to respond seriously to all alarms and to move quietly and quickly out of the building.
- Severe Weather Alarm - The P.A. will be used to convey specific directions if a tornado is imminent. We do not evacuate the building but take refuge inside. A quiet, orderly, and serious response is most important in this situation.
- Lockdown - The P.A. will be used to convey specific directions if a situation should occur that compromises student/staff safety. Students are to move to the nearest classroom and remain quiet until an "all clear" is announced.
- Bus Evacuation Drills - All students are required to participate in annual bus company drills. Specific instructions on emergency drills will be provided by physical education teachers.

### **SCHOOL LIAISON OFFICERS**

The full-time school liaison officer is a sworn police officer employed by the Village of Carol Stream and the Carol Stream Police Department and a part-time liaison officer is employed by the Village of Glendale Heights. The primary goal of the high school liaison program is to coordinate Village of Carol Stream and Glenbard Township School District #87 resources in a collaborative effort to enhance positive, communicative and productive relationships among police and school personnel, students, parents, and other related service agencies to foster a safe and secure educational environment. The school liaison officer is located in the Deans' Office, and serves as a law-enforcement resource for students, their families, school staff and the community.

The school liaison officers assist in the education and preventive programs related to community social problems involving unlawful activity, including, but not limited to drug and alcohol use, criminal gang activity, vandalism, theft, personal violence, trespassing and violations of village ordinance or state law. The school liaison officers can be reached at 630-681-3177.

### **Clear and Present Danger Reporting**

When a student or other person is determined to pose a clear and present danger to themselves, or to others, it is the duty of law enforcement officials and school administrator to report to the Department of State Police. This includes release of records to the Department of the State Police.

### **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).

### **SCHOOL VIOLENCE TIP LINES**

The school violence tip line (1-800-477-0024) is for students and others to anonymously report threats of school violence. The Attorney General's Safe to Learn ([www.ag.state.il.us/program/school/safetolearn.htm](http://www.ag.state.il.us/program/school/safetolearn.htm)) homepage contains a number of links that may provide additional, helpful resources. Students who wish to report a potential act of school violence at Glenbard North may also leave an anonymous message with our Police Liaison Officer at 630-681-3177.

### **P.R.O.W. L – Please Reach Out We Listen – 630-681-3192**

This hotline gives students an opportunity to report unsafe or intimidating behaviors while remaining anonymous. All situations that are reported are investigated by the administration.

## PARKING AND DRIVING

No student may park in the school parking lot without permission from the Administration. Requests for parking permits may be made through the Deans' Office. Students must park in assigned areas only. There will be a **\$200.00** fee charged for a parking permit. Students must provide a photocopy of a valid driver's license and proof of insurance and must consent in writing to school officials that in return for the privilege of parking that his or her vehicle and its contents may be searched.

### INFORMATION AND PROCEDURES

- Parking spaces in the GBN student lot or church lot are available for purchase for a yearly fee of \$200.
- Parking spaces are issued on a first come first serve basis. Priority is given to Seniors.
- A valid driver's license and insurance is required.
- Student with a discipline history can be denied a parking space.

Students are assigned to a parking space and can only park in their assigned space. The parking lots are patrolled by school personnel. School authorities may search school property and equipment owned and controlled by the school. This includes the student parking lots, the vehicles, and their contents without notice or consent of the student. Parking spaces can be revoked at the discretion of school administration. Refunds are not issued.

### STUDENT PARKING RULES

1. Obey all rules of safe driving
2. **ONLY** the vehicles **ASSIGNED** to a given spot will be allowed to park in that spot. **YOU MAY NOT ALLOW A FRIEND TO USE YOUR SPOT - IF YOU DO, BOTH STUDENTS WILL BE SUBJECT TO DISCIPLINARY ACTION FROM THE DEANS' OFFICE.**
3. Students may not sell or give their parking spot to another student.
4. Once on campus, students are not to leave until their scheduled dismissal time unless the Deans' Office, Attendance Office or Nurses' Office gives permission.
5. Smoking or vaping is **PROHIBITED** in vehicles on school grounds. Students are not to smoke in or around a vehicle after it enters our campus.
6. A permit may be revoked if a student driver cuts a class, study hall or lunch and enters a vehicle, uses it to leave school, or drives to TCD without permission. The student will be assigned a consequence from the Dean and if his/her permit is revoked, the student's fee is non-refundable. Using a vehicle to drive to TCD without permission is also forbidden.
7. Students with excessive tardiness, truancies, and unserved disciplinary consequences may have, at the Deans' discretion, their parking permits revoked.
8. **STUDENTS NOT DISPLAYING THE HANGING PERMIT MAY BE ISSUED A CONSEQUENCE.**
9. Students who lose the parking permit will be subject to a \$10.00 replacement cost. Failure to replace a lost permit will lead to revoking the parking privileges.
10. Students are not allowed to access their vehicle during the school day.
11. Seniors must turn in proof of meningococcal vaccination to the Nurse's Office prior to purchasing a parking permit.

### If someone is parked in your spot when you arrive at school, please follow this procedure:

1. Write down the license plate number of the car.
2. Park your car in the reserved section.
3. Come to the Deans' Office and report this prior to going to your class.

### PARKING WITHOUT PERMISSION

Students not assigned a parking spot in any of our lots who park without permission are subject to the following sanctions:

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | Extended Detention                       |
| <b>2<sup>nd</sup> Offense</b> | Saturday School and Warning Sticker      |
| <b>3<sup>rd</sup> Offense</b> | Vehicle is towed and parent is contacted |

### TEMPORARY PARKING PERMITS

There are ten (10) parking spots in the school lot to be used for special needs. If you need a spot for one day due to extenuating circumstances (doctor appointment, court date, etc.), **your parents or guardians must contact the Deans' Office 24 hours in advance and request a one day parking permit.** The student must come to the Deans' Office prior to parking and pick up the permit to put in their car window. Any student not following this procedure is subject to the parking violation sanctions. Proof of insurance and a valid driver's license are required. Handicapped parking spaces are located outside entrances 1, 10, 27, 29 and 40.

## 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 North, and the directives of school personnel. Students are subject to appropriate disciplinary measures for unlawful or improper conduct.

At times this handbook states specific places at which students are subject to disciplinary rules. However, disciplinary interventions 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.

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.

### DISCIPLINARY INTERVENTIONS (In alphabetical order)

#### **Behavior Intervention Assignment (BIA)**

Students may be assigned a Behavior Intervention Assignment for violating District 87 and/or Glenbard North 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. 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 on the day that is assigned by the Dean. Failure to serve a Dean's Detention will result in increased consequences. Detention hours are from 2:40p.m. until 3:40p.m. and 6:40a.m. until 7:25 a.m. They may also be assigned during a student's lunch hour. Students must be on time.

#### **Extended Detention**

Extended Detention meets after school from 2:40p.m.– 5:10 p.m. Students must be on time.

#### **Mediation**

In some instances, 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 instances, 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 arrive on time and are present for the duration of the program (3pm-7pm).
- 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.

### **Saturday School**

Saturday School must be served on the assigned date. Failure to serve a Saturday School will result in increased consequences. Saturday School begins at 8:00am and concludes at 12:00pm. Students must be on time and remain for the duration of the program.

### **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.

### **EXPECTATIONS FOR STUDENT CONDUCT**

See Board Policy 7:190 Student Behavior (formerly known as Student Discipline)

### **GLENBARD NORTH'S SPECIFIC EXPECTATIONS FOR INFRACTIONS OF SCHOOL BOARD POLICY 7:190 ON STUDENT BEHAVIOR ARE AS FOLLOWS:**

1. **Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the liberty, property, or other rights of a school employee, student or person on school premises or a school activity.** Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
2. **Sale, transmittal, or distribution of alcoholic beverages, illegal drugs, look-alike drugs, drugs prescribed for another, or controlled substances as defined by the laws of the State of Illinois or the United States.** Sale, transmittal, or distribution of narcotics (including marijuana) or alcohol will result in disciplinary consequences, and may result in a suspension and /or recommendation to the Board of Education for expulsion.
3. **Sale, transfer of, or distribution of any paraphernalia which is reasonable and customarily intended for use in the administration of a drug or controlled substances referenced in #2 above.** Sale, transfer of, or distribution of any apparatus or paraphernalia designed or intended for smoking, inhaling, or ingesting any illegal substance may be cause for disciplinary interventions and the police will be notified by the school.
4. **Any fighting, assault or battery or other physical act which a student may reasonably be expected to know may endanger the health or safety of students, school personnel, or other persons.** Any student involved in a fight in school or anywhere on campus will receive disciplinary interventions. In most fights both parties share some responsibility, therefore, it is more common for each disputant to face consequences. For this reason, we encourage students to avoid behavior that leads to conflict. Any physical altercation may result in disciplinary interventions, including suspension, and referral to the Carol Stream Police Department.

5. **Arson, activating a false fire alarm, or unauthorized use of a fire extinguisher.** Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion. .
6. **Extortion, blackmail, or coercion by force or threat of force.** Physical threats and/or intimidation toward another student(s) are prohibited. Physical threats or physical assault upon a staff member or unprovoked physical assault upon another student will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
7. **Possession, sale, or use of explosives, flammable substances, or fireworks not authorized by school personnel.** Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
8. **Making any bomb threat or initiating a false report of a bomb on school premises.** This includes calling 911 in the absence of a reasonable belief that an emergency exists. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
9. **Possession, sale, or use of any firearm, knife, or other object that may reasonably be considered to be a weapon.** This includes pocket-knives of various types. Infraction of this rule may result in suspension and/or recommendation to the Board of Education for expulsion.
10. **The commission of any act punishable by any national, state, or local law or regulation.** Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
11. **Gang activity** - In order to provide students with a safe and secure learning environment, it is necessary to exclude gang activity from school and campus. Gang activities include, but are not limited to:
  - a. 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.
  - b. Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
  - c. Drawing gang-related graffiti or distributing gang-related literature.
  - d. Recruiting, soliciting membership in, promising to join, or joining a gang while on campus or at a school-related event.
  - e. Any other activity in furtherance of the gang that violates Board policy. The penalty for the first incident of gang activity will result in disciplinary interventions. Subsequent incidents may result in suspension and a recommendation to the School Board for expulsion from Glenbard Township High School District 87.
12. **Possession, purchase, use or consumption of alcoholic beverages, illegal drugs, look-alike drugs, and drugs prescribed for another student, or controlled substances as defined by the laws of the State of Illinois or the United States.** Infraction of this rule may result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
13. **Possession, purchase, use or consumption of any paraphernalia which is reasonably and customarily intended for use in the administration of a drug or controlled substance referenced in #'s 2, 3, and 12 above.** Sale, transfer of, or distribution of any apparatus or paraphernalia designed or intended for smoking, inhaling, or ingesting any illegal substance may be cause for disciplinary interventions from school. The appropriate police authorities may be notified.
14. **Any conduct or act which is threatening abusive to, or disrespectful to, a teacher or other employee of the District.** This includes information posted on an Internet website or via social media. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
15. **Interference with school personnel in the performance of their assigned and lawful duties.** Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
16. **Refusal to comply with the reasonable and lawful instructions of school personnel.** Insubordination is defined as refusal to comply with reasonably established and well defined school rules and regulations or refusal to obey reasonable directions or instruction of school personnel. We expect students to respect the authority of all adult personnel: teachers, security personnel, secretaries, custodians or cafeteria staff, and to cooperate with their requests. The penalty for insubordination will result in disciplinary interventions.
17. **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.** Infraction of this rule may result in disciplinary interventions.
18. **The violation of the time, place and manner in which the Principal designates that written or printed materials may be distributed by students in the school building or on the school grounds.** Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.

19. **Vandalizing school property or private property that is lawfully on school premises.** Theft of or vandalism to school property, the property of school personnel, or the property of other students is forbidden. The penalty may result in disciplinary interventions, restitution and possible referral to the appropriate criminal authority.
20. **Trespassing on school grounds or in school buildings.** If the behavior is substantially disruptive or presents a safety concern, infraction of this rule may result in suspension and/or recommendation to the Board of Education for expulsion.
21. **Sale, use or transfer of tobacco.** Use or possession of tobacco products and/or electric nicotine inhalers are prohibited in the school and on campus. Holding a lighted cigarette will be considered a violation of the smoking regulation. This rule applies to students when on school property at any time and at all school functions or at preparations for them whenever or wherever they are held. During the student's tenure at Glenbard North, the first violation will result in an extended detention. A second violation may result in Saturday School being assigned, and the third and subsequent violation may result in the student being assigned a Behavior Intervention Assignment.
22. **Gambling, in any of its various forms.** Gambling, card playing and/or contests for money are prohibited by state law and are not allowed on school grounds. Infraction of this rule will result in disciplinary interventions.
23. **Academic cheating. Academic dishonesty, cheating, and plagiarism are serious infractions of school policy.** They may include one or more of the following:
  - a. Obtaining or accepting a copy of a test or answers to a test.
  - b. Copying another student's answers during an exam.
  - c. Providing another student with answers during an exam.
  - d. Representing as one's own work the product of someone else. This might be homework, research papers, projects, etc.
  - e. Any other action intended to obtain credit for work not one's own. Students who violate this policy may be penalized by receiving a grade of "0" for the assignment. Flagrant or repeated offenses may result in removal from the course with a grade of "1". Infraction of this rule may result in disciplinary interventions from the Dean.
24. **Unauthorized use of computers.** Violation of this rule may result in consequences from the Dean. If the behavior is substantially disruptive or presents a safety concern, infraction of this will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
25. **Unauthorized alteration of school records.** Violation of this rule may result in consequences from the Dean. If the behavior is substantially disruptive or presents a safety concern, infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
26. **Soliciting membership in, promising to join or joining a sorority, fraternity, or secret society.** Infraction of this rule will result in disciplinary interventions.
27. **Profane or offensively lewd, vulgar, or indecent language, gestures or behavior and slander, libel, or obscenity in any form is not permitted. Inappropriate, abusive or foul language is never allowed in school.** Infraction of this rule will result in disciplinary interventions. Foul language, swearing, etc., that threatens a student, teacher or staff member may result in suspension and/or recommendation to the Board of Education for expulsion.
28. **Unauthorized or unsafe use of motorized vehicle.** This includes operation of an unmanned aircraft system (UAS) or drone. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
29. **Hazing** - Glenbard North High School recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing or initiation rites for any school sponsored club, activity, or athletic team. This includes behavior that is demeaning, degrading, or contrary to accepted standards of common decency and is based upon affiliation with any group, sex, race, religion, or economic status. Any student involved in hazing or initiation rites will be subject to disciplinary action. This action may include but is not limited to dismissal from the club, activity or athletic team; disciplinary interventions or a recommendation to the School Board for expulsion from school; and/or exclusion from or participation in subsequent school events or activities.
30. **Sexual harassment** – Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
31. **Racial/ethnic slur** – Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
32. **Harassment/Bullying/Intimidation-** Glenbard North High School takes all instances of bullying seriously. It is important that students and/or parents report bullying to School Administration. School Administration follows up on all reported instances of bullying. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
33. **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. Violation of this rule may result in discipline interventions.
34. **Eating in the Building.** Students are allowed to drink and eat in the halls – not in classrooms.

35. **Forgery** - Forgery of passes, other school documents or notes and/or phone calls from parents is never acceptable. Violation of this rule will result in disciplinary interventions.
36. **Hat/Head Coverings** - In order to maintain an academic atmosphere conducive to learning, school safety and a social atmosphere of mutual respect, students are not permitted to wear hats or head coverings of any kind in the building during the school day. Exceptions may be made by administration for religious or health reasons. Hats and head coverings may be confiscated by staff members and turned over to the Dean's Office. Violation of this rule may result in discipline interventions.
37. **I.D. Cards** - It is mandatory for students to carry their ID cards at all times and to show their card and give their name when requested by any adult personnel. Students will be required to display their ID card each time they enter the building. Failure to do so may result in disciplinary interventions.
38. **Skateboards** - Due to North's concern for the sensitivity to all students' needs and the common group interest of safety, skateboards are not permitted anywhere on campus.
39. **Laser pointers/devices are not allowed on campus.** Use or possession of such a device may result in discipline interventions, and confiscation of laser devices.
40. **Locker rooms.** Students are not to be in the locker rooms without proper authorization. Infraction of this rule may result in disciplinary interventions.
41. **Electronic Devices (Cell Phones, IPADS, IPODS, and other devices that access internet gateway)**  
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. Charge all electronic devices prior to school every day. Turn off and keep electronic devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down electronic devices or close the screen. All electronic devices must be in silent mode and put away when directed by teacher. Infraction of this rule may result in disciplinary interventions.
42. **Video/Audio recording devices:** Using a video/audio recording 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 is prohibited. 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 video/audio recording device. Infraction of this rule may result in disciplinary interventions.
43. **Headphones:** For safety reasons, students need to be able to hear at all times while on school grounds. Headphones are allowed to be used in the hallways as long as one ear is free and the volume is at a reasonable level. Headphones are to be stored out of sight during class unless permitted by the classroom teacher. Infraction of this rule may result in disciplinary interventions.
44. **Burglary, robbery, or theft.** Theft of school property, the property of school personnel, or the property of other students is forbidden. Infraction of this rule will result in disciplinary interventions, restitution and referral to the school resource office.

## STUDENT ATTENDANCE

### ATTENDANCE AND TRUANCY

See also Policy 7:70 – Attendance and Truancy

### PROCEDURE FOR EXCUSED ABSENCES

- Parents must call the Attendance Office each day the student is absent. Written notes are not acceptable.
- Telephone 630-653-9092 to reach the Attendance Office. This number is accessible 24 hours a day, 7 days a week.
- Calls to excuse student must be received before 10:00AM on the day of the absence.
- On school days when there are shortened classes, (i.e. pep assemblies) documentation of a destination must be provided to excuse your student.
- The Illinois School Code authorized the following reasons for excused absences:
  - Illness
  - Observance of religious holiday
  - Death in the immediate family
  - Family emergency

- If your child is late to school, contact the Attendance Office only if there has been a family emergency or medical issue.
- Do not call the Attendance Office to excuse your child for the following reasons:
  - Oversleeping
  - Traffic
  - Babysitting
  - Working
  - Car Trouble

### **PARTIAL DAY ABSENCES**

Medical/dental appointments should be scheduled outside of school hours. When this is not possible, parents should call the Attendance Office to excuse their student. **Parents should inform the school of the time the student must leave school for the appointment and the estimated time of return. The student must then pick up a “permission to leave” slip from the Attendance Office at the time they leave school. Upon return to school, the student must check in through the Attendance Office.** Failure to follow this procedure will result in the absence being marked as truant and a Deans’ consequence will be issued.

### **PRE-ARRANGED ABSENCES**

Completing the Pre-Arranged Absence Form and returning it to the Attendance Office prior to the day(s) of absence is required for a **Pre-Arranged** absence. The Pre-Arranged Absence Form is found in the Attendance Office and will only be given to a student after a parent/guardian requests it. Failure to follow the procedure will result in the absence being considered truant or excused and will count toward the 15-day limit. Students must notify their instructors in advance of all pre-planned absences and school field trips. Some instructors will require that assignments be handed in prior to the absence. Reasons a student may require a pre-arranged absence include:

- College Visits
- Family Vacations – 5-day limit

### **PROLONGED ABSENCES**

If a student is unable to attend school for at least three or more days and is able to study at home, the parent should call the School Counseling Office 630-681-3107 to speak with your child’s School Counselor. Make up work can be obtained by contacting Teachers directly via email of Schoology Please call the Attendance Office on each day of the absence. Truancies may not merit make-up privileges for credit.

### **PARENTS LEAVING TOWN**

Please contact the Attendance Office with the name of the person who will be calling for you if your student is ill when you are out of town. Failure to follow this procedure will result in the absence being truant.

### **MAKE-UP WORK RESULTING FROM ABSENCES**

It is the student’s responsibility to check with the teachers about work missed because of an absence. The teacher contact should be done immediately upon return to school. Students are encouraged to keep in contact with classmates concerning assignments and course work. In the case of excused absences or suspensions, students will be expected and allowed to make up missed work. A reasonable amount of time will be set by a teacher and/or department chairpersons for the make-up of the class work. Credit will be given for missed tests and assignments in the event of excused absences. If a student’s absence has been determined as being truant, credit may not be awarded for make-up work at the discretion of the teacher. If discrepancies remain after the student has talked with the teacher regarding this make-up procedure, the student should be directed to the appropriate Department Chair for resolution.

### **EXCESSIVE EXCUSED ABSENCES**

During any given semester, when a student reaches nine or more absences from a class, there may be an **attendance** conference with the Dean of Attendance 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. Students who cannot provide documentation may be dropped from class or lose credit. **Students may lose credit after their 15th absence in a class unless there are extenuating circumstances.**

**LEAVING SCHOOL DURING THE DAY/CLOSED CAMPUS VIOLATIONS**

A student is permitted to leave school during the day only with permission of the Nurse, Dean, or clearance through the Attendance Office. Before leaving, students must sign out at the Attendance Office. **DO NOT LEAVE AND HAVE YOUR PARENTS CALL WHEN YOU GET HOME. YOU MAY NOT LEAVE THE SCHOOL DURING LUNCH PERIODS.** Students who leave the building are subject to search and assigned disciplinary interventions.

**TRUANCY**

Absence from school or class without a valid cause. This may include, but is not limited to the following:

- Shopping
- Class cut
- Working
- Missed bus
- Ditch day
- Oversleeping
- Babysitting
- Leaving campus during the day without permission
- Any absence not pre-arranged
- Arriving to class excessively tardy

**ALL DAY TRUANTS – PER SEMESTER**

Any student who has been truant from school must report to the Attendance Office when they receive a pink pass. Failure to do so may result in further consequences.

**1st All Day Truancy**

One Extended Detention assigned by Dean and Parent Contact

**2nd All Day Truancy**

Saturday School assigned by Dean and Parent Contact

**3rd All Day Truancy**

One Day Behavior Intervention Assignment (BIA) and Parent Conference

**4th All Day Truancy**

One Day Behavior Intervention Assignment (BIA), Parent Contact and possible referral to (PST) Problem Solving Team. A Last Chance Notice is issued to the student and parent is informed that student may be removed from classes.

**5th All Day Truancy**

One Day Behavior Intervention Assignment (BIA) and Parent Contact. Student may be dropped from class or lose class credit.

**\*Chronic Truants will be referred to the Regional Office of Education for Truancy support and intervention.**

**SINGLE PERIOD TRUANCY – PER SEMESTER**

**1st Truancy** - One hour Detention assigned by Dean and Parent Contact

**2nd Truancy** - Extended Detention assigned by Dean and Parent Contact

**3rd Truancy** - Saturday School assigned by Dean and Parent Contact

**4th Truancy** - One Day Behavior Intervention Assignment (BIA) and Parent Contact. A Last Chance Notice is issued to the student and parent is informed that student may be removed from the class.

**5th Truancy** - Student may be dropped from class.

**TECHNOLOGY CENTER OF DUPAGE**

All Tech Center students, including cosmetology students, must take the bus to and from the Tech Center. All TCD students must check in with a GBN Staff Member prior to departure for attendance purposes. **Paperwork must be completed through the Deans’ Office to receive permission to drive to TCD.** All students must present their I.D. to board the bus. If a student does not have an I.D., he will not be allowed to board the bus. All school rules apply.

- 1st Offense** Detention  
Parent contact
- 2nd Offense** Extended Detention  
Parent contact
- 3rd Offense** Saturday School  
Parent contact
- 4th Offense** In-School Suspension  
Parent contact

### **TARDY PROCEDURE**

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 swipe their ID in the PLASCO Tardy System. Tardiness is unacceptable behavior and will be treated as such. Detentions and/or in-school suspension will be assigned for tardiness, and a parent conference may be requested. Tardies will be tracked cumulatively. **The tracking system will be reset after each 45 day cycle and students will “start over” with their tardies.** Students need to serve the detention “on or by” the date listed on the generated ticket. 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. Students are not to be in the halls without a pass during class periods. Students who are more than 5 minutes tardy to class, with the exception of 1<sup>st</sup> period, are escorted to the Dean’s Office to obtain a tardy pass.

| <b>TARDY #</b> | <b>CONSEQUENCE</b> | <b>STUDENT/PARENT NOTIFICATION</b> |
|----------------|--------------------|------------------------------------|
| 1-3            | Warning            | Plasco Pass                        |
| 4-10           | Lunch Detention    | Plasco Pass and Dean Contact       |
| 11-15          | Detention          | Dean Contact – Parent Contact      |
| 16+            | Dean Contact       | Dean Contact                       |

### **TARDINESS TO SCHOOL**

If arriving late to school, the student must enter at Door 1 and present his/her ID, swipe his/her ID in the PLASCO Tardy System, and report directly to class. Any student without an ID will be sent to the Dean’s Office. If a student is marked Tardy Excused to school, the Dean may require medical documentation.

### **TARDINESS TO CLASS**

Tardiness is defined as not being in the classroom by the last tone. Each time a student is tardy to class, the classroom teacher will require that the student swipe his/her ID card in the PLASCO Tardy System and provide an entrance “ticket”. You will be assigned a consequence each time you are tardy to class. Chronic tardiness may result in more severe consequences.

### **TARDINESS TO PE**

All students going to their Physical Education class must be through the doorway that leads down to the locker room by the last tone. If you are not, you will be late to PE and required to swipe your ID card in the PLASCO Tardy System and will receive a consequence.

### **TARDINESS TO LUNCH**

All students going to lunch must be past the doors in the North and South hallways (i.e. the doorway prior to reaching the 1400 hallway) by the last tone. If you are not, you will be late to lunch and required to swipe your ID card in the PLASCO Tardy System and will receive a consequence.

## **TECHNOLOGY**

### **TECHNOLOGY USE**

**See also Policy 6:235 Access to Electronic Networks-Internet Safety and Administrative Procedures 6:235-R Rules and Regulations for electronic Network Access and use**

### **GLENBARD NORTH COMPUTER LABS**

The computer labs of Glenbard North High School are located in rooms 1201, 1565, 2215, 2231, the A.V. Lab, and the Library. Two 1:1 collaborative spaces (The Hub and the iLab) are located in rooms 2305 and 2233. Tech use guidelines and rules cover all computer labs and any other student-use computer at Glenbard North.

### **BEFORE AND AFTER SCHOOL LABS**

There are computer labs available for student use. These labs are rooms 1201 and 2231. Students must sign in with their school ID in those rooms and may use these labs on a first-come basis before and after school. The Library also has computers available before and after school.

## LAB HOURS

|                              |            |             |
|------------------------------|------------|-------------|
| Room 1201 (60 PC computers)  | Opens 7 am | Closes 3 pm |
| Room 2231 (30 Mac computers) | Opens 7 am | Closes 3 pm |

### Computer Lab Pass Procedures

Each individual student entering the lab needs a clearly written, completed pass from the teacher assigning the work. Individual students are required to sign in with a school ID.

Students using the lab from "study hall" must have a pass from the teacher assigning the work and must work on computer-related assignments for the entire period.

Students using the lab from "study hall" may have a 15 minute Study Hall pass to be used if the student only needs to print a document.

Students using the lab from "lunch" must have a pass from the teacher assigning the work and must work on computer-related assignments.

Students who are "excused" or "unexcused" from the school day may not spend time in the lab.

Students will be sent back to their class or study hall if spaces are unavailable.

## SAVING STUDENT WORK

Students are encouraged to save all work into their Glenbard Google Drive accounts. Student accounts can be accessed from their iPads while at school or in a WiFi network, and from any computer connected to the Internet.

For help with google Drive accounts, please visit the Tech Help Desk, 2231, 1201, or AV.

## STUDENT GUIDELINES

Access to the District's electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District. The Administrative Regulations governing the Access to Electronic Networks Policy provides a set of guidelines for acceptable use, which include but are not limited to:

Abide by the Generally Accepted Rules of Network Etiquette:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Do not use the network in any way that would disrupt its use by other users.
- **Consider all communications and information accessible via the network to be private property. Examples of misuses of technology that will result in disciplinary action include but are not limited to the following:**
  - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
  - Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
  - Downloading copyrighted material for other than personal use.
  - Using the network for private financial or commercial gain.
  - Wastefully using resources, such as file space.
  - Gaining unauthorized access to resources or entities.
  - Invading the privacy of individuals.
  - Using another user's account or password.
  - Posting material authorized or created by another without his/her consent.
  - Posting anonymous messages.
  - Using the network for commercial or private advertising.
  - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening racially offensive, harassing, or illegal material.

- Using the network while access privileges are suspended or revoked.
- Use of unauthorized e-mail and/or chat rooms.
- Taking pictures or recordings on school grounds is prohibited.
- Digitally sharing or posting prohibited content will result in Deans' consequences.

### **SUPERVISION SOFTWARE**

Supervision software is used throughout the school. Students should be aware that work may be electronically monitored.

### **GMAIL**

- Every student has a Glenbard Gmail account. This is your District provided email and document storage space.
- Gmail can be found on all school computer desktops.
- If you have questions or problems with your account, please stop by AV, 1201, or 2231 for help.

### **TECHNOLOGY MISUSE**

When policy has been broken the supervising staff member will:

1. Inform the student of the violation and of their right to appeal to the Dean.
2. Inform the Dean of the violation. The Dean may suspend the student's technology privileges and institute additional consequences when appropriate. In addition, the suspended student's teachers will be notified when the student's privileges have been taken away. A student suspended from computer use can, and most often will be, suspended from computer use throughout the school.

### **DISTRICT 87 WEBSITE ADDRESS**

[www.glenbard87.org](http://www.glenbard87.org)

### **PowerSchool**

Since 2007 Glenbard District 87 has used the PowerSchool system to help keep parents and students informed about students' progress and academic performance. We hope that returning students and parents are already familiar with using this system and read below to learn about new features and functions that soon will be available.

For new students and parents, PowerSchool is an easy to use, Web-based student information system. It is intended to provide students, parents/guardians and teachers with a tool to communicate about student performance, grades, attendance and more. PowerSchool may be accessed from practically any place with internet access. The system uses a secure link that ensures that all of the information displayed is secure. Additional information about using PowerSchool can be reviewed by visiting [www.GlenbardParents.org](http://www.GlenbardParents.org) and clicking on the "Instructions & FAQs" link.

## **ATHLETICS**

### **Glenbard North Athletic Department Rules and Regulations**

**Assistant Principal, Athletics**  
**Assistant Athletic Director**  
**Administrative Assistant**

**Mr. Matt Bowser (630) 681-3189**  
**Mr. Steve Wit (630) 681-3291**  
**Ms. Sarah Hengesh (630) 681-3136**

### **INTRODUCTION**

This handbook has been prepared to provide student athletes and their parents with important information regarding the rules, policies, and procedures of the Glenbard North athletic program. Please read and review this information carefully, and also make it available to your parents.

Glenbard North athletics are governed by the rules and regulations of the Illinois High School Association (IHSA), Glenbard High School District 87, DuKane Conference, and Glenbard North High School. Glenbard North provides opportunities in 13 girls' and 13 boys' sports. Most of these sports provide multiple levels of competition.

Girls' sports are: volleyball, swimming, tennis, cross country, and golf in the fall; basketball, gymnastics, cheerleading, dance in the winter; softball, soccer, badminton, and track and field in the spring.

Boys sports are: football, soccer, golf and cross-country in the fall; basketball, wrestling, cheer and swimming in the winter; and baseball, tennis, gymnastics, volleyball, and track and field in the spring.

Students are allowed to participate in one sport each of the fall, winter, and spring seasons.

### **PHILOSOPHY OF ATHLETICS**

We believe and are committed to the ideas that interscholastic athletic competition is an important part of the school curriculum and plays a vital role in the development of young men and women. We believe that athletics are an educational experience beneficial to all participants. We are committed to the ideas that participation in an athletic program contributes to the development of physical health and mental well-being. Students are encouraged to participate in multiple sports. A good athletic program teaches the participants that cooperation, as well as competition, are important parts of the society in which they live.

It is our mission to encourage our student athletes to participate to the best of their ability and to accept any outcome with pride and 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.

**Glenbard North General Requirements:** Student athletes must meet all the requirements set forth by the IHSA, Glenbard High School District 87, DuKane Conference, and Glenbard North High School. Specific team requirements will be outlined to student athletes and parents at the beginning of each season.

**District 87 Extra Curricular Code:** Student athletes must abide by this code. A copy of the code is included in this handbook. Also, student athletes and their parents must provide signatures verifying that the student athletes agree to abide by the code. RULES ARE IN EFFECT 12 MONTHS.

**Sports Registration:** All athletes must register online through PowerSchool to participate in a sport. Students will then be issued a "Gold Card" that will approve them for each sport season. In order to receive a gold card, a student athlete must be registered online and have a current physical.

**Team Awareness Night:** Each student is required to attend a student athlete Team Awareness night in the fall season.

**Scholastic Standing:** Student athletes must have passed 5 credit classes for the preceding semester and must be passing 5 credit classes on a week-to-week basis in the current semester.

**Physical Exam:** To be eligible to try out, practice, or compete, student athletes must have a current physical examination form on file in the school nurse's office. Physical exams are valid for one calendar year.

**Participation Fee:** A fee of \$150.00 must be paid by each student athlete. The one-time payment allows an athlete to participate in a sport each season. In accordance with District 87 policy, the fee must be paid by the first contest or the student athlete will not be allowed to compete. This fee is not refundable or transferable.

**Attendance:** Student athletes are expected to attend all classes, practices, and contests. Student athletes who stay home sick must be in attendance at least the last four periods of their schedule to practice or play. Students who are excused from school for reasons other than illness may be eligible with the approval of the principal or athletic director.

**Residence:** Student athletes and their parents must reside in the district unless a special ruling is obtained.

### **INHERENT RISK**

Student athletes and their parents are to be aware that athletic participation has inherent dangers and risks. Even though participation and practice is within the rules of a sport and the instruction of a coach is followed, one may suffer catastrophic

injury. To attempt to avoid the possibility of injury, a coach's instructions regarding techniques, training, and team rules must be followed at all times and participation must always be within the rules of a sport.

### **INSURANCE**

Student accident insurance coverage will be provided for each student. Coverage is in excess of all other collective insurance. You should have received a brochure which contains specific details of the coverage exclusions and limitations with your registration package. Football is excluded, but optional coverage is available.

### **INJURIES**

Student athletes should report all injuries to their coach and athletic trainer immediately. Our certified athletic trainer is available to treat injuries and assist with rehabilitation. If a doctor withholds a student athlete from participation, a written release from the doctor is required to resume participation.

### **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. Student athletes should inform their coaches when they are in the training room. Do not use material or equipment without the permission of the trainer.

### **TRANSPORTATION**

Bus transportation is provided to and from all away athletic contests. All student athletes are required to ride the team bus or van unless a parent makes a written request prior to the contest. Athletes will then be permitted to travel only with their parents.

### **LATE (AFTER PRACTICE) BUS**

Student athletes are dismissed from practice in time to board one of the athletic late busses, which normally leave at 4:00 p.m. and 5:45 p.m. To ride the bus is a privilege. Mature behavior is expected at all times. Students must present their I.D. card at the request of the driver. Students are also expected to act appropriately while waiting for the late bus to arrive. Any student that does not act appropriately may risk the ability to ride the bus and/or removal from the team.

### **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 the case of a senior, graduation will not be permitted until equipment is returned or replaced. Participation in a subsequent sport will also be denied if equipment obligations are not met. School issued equipment and uniforms are to be worn only as a member of the school team.

### **LOCKER ROOM GUIDELINES**

All student athletes will be assigned a locker in the locker room. Use only the locker and lock assigned to you and keep it locked at all times. For security reasons, keep combinations confidential. Student athletes are expected to demonstrate appropriate behavior in the locker room. Horseplay, profanity, etc., will not be tolerated. Towels and trash should be placed in the proper receptacles.

### **AWARDS POLICY**

A first-time varsity letter winner is awarded an 8" chenille "G". A varsity certificate is given for each subsequent varsity award. 4" chenille numerals are awarded to freshmen. A 4" chenille "G" is presented to first-time sophomore and junior varsity award winners. Three-sport patches are awarded to each student athlete who participates in three sports during the school year. The "12 sport award" is awarded to seniors that participated in 3 sports for 4 years. A Most Valuable Player award is also presented for each varsity sport.

### **ALL-CONFERENCE & ALL-STATE PICTURES**

Student athletes named to an all-conference team will have an 8 x 10 picture on display with other all-conference athletes for the remainder of the year. A record will be kept of all conference athletes and will be displayed in our TouchPro Screen. Student athletes named to an all-state team or who earn an individual state medal will have an 11 x 14 picture on display with other all-state athletes.

## **ATHLETIC AND OTHER EXTRACURRICULAR ACTIVITY RECOGNITION**

Glenbard District 87 students are involved in a variety of activities, perform at a high level, and the District commends them all on their many accomplishments. The District will formally recognize students and/or teams that have placed in the top three in state competitions in IHSA sponsored events. The District further recommends that all public displays in the community be for students/teams that have placed in the top three in IHSA state competitions. For more information on IHSA sponsored events, see the IHSA website, [www.ihsa.org](http://www.ihsa.org).

### **SUMMER CAMPS**

Summer camps are offered for many sports at Glenbard North. All camps are offered through the Carol Stream Park District. Information can be obtained in the athletic office or at Carol Stream Park District. Financial assistance may be available for those in need.

### **GB ATHLETIC BOOSTER CLUB**

The Glenbard North Athletic Booster Club is a tremendous supporter of the athletic program. **ALL PARENTS ARE ENCOURAGED TO JOIN THE BOOSTERS.** Glenbard athletics expects each parent to donate 3 hours per year to the athletic boosters. Each school year, the Boosters purchase thousands of dollars of equipment for the athletic program. Also, the Boosters award multiple scholarships each year to graduating seniors whose parents are members of the club. Season passes can be purchased from the Boosters. Please visit the Athletic boosters at [www.gbnboosters.com](http://www.gbnboosters.com)

## **STUDENT ACTIVITIES**

**Philosophy:** Glenbard North High School encourages students to participate in worthwhile student organizations and activities because our school considers such participation to be vital to our students' educational welfare. Students should gain skills by working effectively together in democratic groups. Research has repeatedly shown that students actively engaged in co-curricular activities generally do better in school and life than those who do not become interested in such functions. Student organizations and activities offer an opportunity for students to develop wholesome relationships with adults; and the teachers have an opportunity to gain valuable insights concerning the students with whom they work. Students may gain valuable experience available only as a part of the planning, conducting and evaluation of school projects.

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

Debra Cartwright  
Assistant Principal for Student Services  
(630) 681-3190

## ACADEMIC 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 semester.
  - 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 semester.

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.  
A student who successfully completes a semester course, including Driver Education, shall be awarded ½ 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 semester. Incomplete grades given for the second semester 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 prerequisite 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 every 3.5 weeks of each school semester. 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.

### **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 7<sup>th</sup> 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 9-12<sup>th</sup> 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 9-12<sup>th</sup> 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 truanties 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. Truancies 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**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A process to telephone, within four hours after the first class, the parents/guardians of students who are absent without prior parent/guardian notification.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
9. An acknowledgement that 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.
10. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
11. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
12. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a 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 four 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 semi-formal 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 6 |
| Cross Country (Boys and Girls) | August 8 |
| Field Hockey (Not IHSA)        | August 8 |
| Golf (Boys and Girls)          | August 6 |
| Boys' Soccer                   | August 8 |
| Girls' Swimming                | August 8 |
| Girls' Tennis                  | August 8 |
| Girls' Volleyball              | August 8 |

### WINTER

|                          |             |
|--------------------------|-------------|
| Competitive Cheerleading | October 22  |
| Girls' Basketball        | October 29  |
| Boys' Basketball         | November 5  |
| Boys' Bowling            | October 22  |
| Girls' Bowling           | November 12 |
| Competitive Dance        | October 22  |
| Girls' Gymnastics        | November 5  |
| Wrestling                | November 5  |
| Boys' Swimming           | November 19 |

### SPRING

|                           |             |
|---------------------------|-------------|
| Track (Boys and Girls)    | January 14  |
| Boys' Gymnastics          | February 11 |
| Badminton                 | February 25 |
| Baseball                  | February 25 |
| Lacrosse (Boys and Girls) | February 25 |
| Softball                  | February 25 |
| Girls' Soccer             | February 25 |
| Boys' Tennis              | February 25 |
| Boys' Volleyball          | March 4     |

#### **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.

#### **Exhibit 7:240-E1**

#### **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 including, without limitation or exception, any form of e-cigarettes, vaping cigarettes (or similar devices using ground materials, waxes, or oil concentrates for vaping use), and all associated materials.
- 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 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 D87 - AGREEMENT TO PARTICIPATE

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Year: 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 to Participate* each year before being allowed to participate in interscholastic athletics or intramural athletics. The completed *Agreement* should be returned to the Coach.

1. I wish to participate in the interscholastic sport(s) in Glenbard High School District 87.
2. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.
3. Before I am allowed to participate, I must (a) provide the School District with a certificate of physical fitness (the *Pre-Participation Physical Examination Form* from the IHSA or IESA serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, *IHSA Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent*. IHSA refers to the Illinois High School Association (IHSA).
4. 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 abide by all conduct rules and will 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.
5. 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, symptoms or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.
6. 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) or intramural athletics. 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)



(For 2018-19 School Teachers)

**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 bylaws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

### 1. Attendance

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

### 2. Scholastic Standing

- A. You must pass twenty-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.

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

#### **4. Transfer**

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after 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 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 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: 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.
  - 1. 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.
  - 2. Violation of the sport season bylaws 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.

**Key Provisions can be found on under Resources/Download Center on the IHSA website at:**

[http://www.ihsa.org/documents/forms/current/elg\\_rules\\_lg.pdf](http://www.ihsa.org/documents/forms/current/elg_rules_lg.pdf)

### 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.

**To submit a request – go to this online**

**link: <http://www.ihsa.org/documents/forms/current/Request%20for%20Accommodation%20Form>**

### **Policy 7:300**

#### **Extracurricular Athletics**

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

1. The student must meet the academic criteria set forth in the Parent-Student Handbook.
2. A parent/guardian of the student 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 current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The *Pre-Participation Physical Examination Form*, offered by the Illinois High School Association is the preferred certificate of physical fitness.
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 must agree to follow all rules of conduct.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as the Illinois High School Association (IHSA), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) 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 2016-2017 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](mailto: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 or contact the school Assistant Principal of Student Services**

### 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.**

## **GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87 BOARD POLICIES**

### **Policy 2:260**

#### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if they believe that the School Board, its employees, or its agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any of the following:

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. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.<sup>3</sup>
15. 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.)
16. 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 policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy 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 a 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)/guardians(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, (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 policy 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 five 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 policy 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 two 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.

#### *Nondiscrimination Coordinator:*

Assistant Superintendent of Human Resources  
596 Crescent Boulevard  
Glen Ellyn, Illinois 60137-4297  
(630) 469-9100 ext. 5116

#### *Complaint Managers:*

Assistant Superintendent of Human Resources  
596 Crescent Boulevard  
Glen Ellyn, Illinois 60137-4297  
(630) 469-9100 ext. 5116

Human Resources Coordinator  
596 Crescent Boulevard  
Glen Ellyn, Illinois 60137-4297  
(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 15<sup>th</sup> 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 precedence 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 evacuation 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 people's 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 department 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.

## TECHNOLOGY

### **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**  
**Exhibit: Glenbard District 87 Technology Rental & Security Agreement**

Description of Technology devices to be rented: Annual Rental Fee: \$ \_\_\_ TBD \_\_\_

Apple iPad (To be determined by the Board)

Protective Case

USB-1M Apple Lightning Cable

USB-USB Power Adapter/Charger

*Glenbard Township High School District 87 is pleased to offer its technology rental program while your student is enrolled in 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. Students who owe money at the end of the school year will be allowed to retain their device, however, the device will be disabled by the District over the summer until outstanding fees are paid. Note: Students that are enrolled in summer school and have an unpaid balance will be able to use their device while they are in summer 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 **approved for fee waivers are covered under the insurance program as well.** 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:

1<sup>st</sup> occurrence - \$75; 2<sup>nd</sup> occurrence - \$150; 3<sup>rd</sup> 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.

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.

Permanent Ownership Option. The assigned device may be purchased from the District should a student transfer out of the District or graduate as long as all fees/charges are current; students will be assessed a prorated amount as approved by the Board. At the end of 8 semesters students will own the device upon graduation, again as long as all fees/charges on his/her account are paid in full. 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 or apps. 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, disable the device 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 use a Glenbard created 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. 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-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 username 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, 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 and 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          | Human Resource Coordinator         |
| 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, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

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.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye 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 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 parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
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.

### 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. School 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, bookbags, 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 Dean's 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**

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 or exception, any form of e-cigarettes, vaping cigarettes (or similar devices using ground materials, waxes, or oil concentrates for vaping use), and all associated materials.
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 two 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten 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 Rules*.

#### School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
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 a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

**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/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child 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/guardian. 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.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

**Self-Administration of Medication**

A student may possess an epinephrine auto-injector e.g. *EpiPen*®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *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 storage of any medication by school personnel. A student's parent/guardian 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 any medication by school personnel.

**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. Each building administrator and/or his

or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist 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 opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### Void Policy; Disclaimer

The **School District Supply of Undesignated Epinephrine Auto-Injectors** 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.

The **School District Supply of Undesignated Opioid Antagonists** 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 opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, 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 and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

**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. Keep 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 only, use the **Asthma Inhaler** section below.*)

|   |  |                  |                       |
|---|--|------------------|-----------------------|
| 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?<br><div style="text-align: right;">Yes → No →</div> |  |                  |                       |
| Expected side effects, if any:  |  |                  |                       |
| Time interval for re-evaluation:  |  |                  |                       |
| Other medications student is receiving:   |  |                  |                       |
| Physician's Signature:  |  |                  | Date:                 |

**Asthma Inhalers**

Parent(s)/Guardian(s) please attach prescription label here:

**For only parents/guardians 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/Guardian Initial

**For all parents/guardians:**

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, on 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 or opioid antagonists to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). **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**

I agree 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

Address (if different from Student's above):  
\_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
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](http://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, website, 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 grants students and parents/guardians' 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 a parent/guardian 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 student's parent/guardian. Upon request, the District discloses school student 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.

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 parents/guardians 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 parents/guardians.*

The contact information for each School's Official Records Custodian, the building's Registrar, follows:

|                            |  |                     |
|----------------------------|--|---------------------|
| Glenbard East High School  | 1014 S Main St, Lombard, IL 60148          | Phone: 630-627-9250 |
| Glenbard North High School | 990 Kuhn Rd, Carol Stream, IL 60188        | Phone: 630-653-7000 |
| Glenbard South High School | 23W200 Butterfield Rd, Glen Ellyn IL 60137 | Phone: 630-469-6500 |
| Glenbard West High School  | 670 Crescent Blvd, Glen Ellyn IL 60137     | Phone: 630-469-8600 |

This notice contains a description of your and your child’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 and addresses of the student’s parent(s)/guardian(s)
2. Evidence required under the Missing Children’s Records Act. 325 ILCS 50/5(b)(1).
3. Academic transcripts, including grades, class rank, graduation date, grade level achieved, 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), the unique student identifier assigned and used by the Illinois State Board of Education’s Student Information System; as applicable, designation of the student’s achievement of the State Seal of Biliteracy, awarded in accordance with the School Code Section 5/2-3.157 and as applicable, designation of the student’s achievement of the State Commendation Toward Biliteracy.
4. Attendance record
5. 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”
6. Record of release of permanent record information that includes each of 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
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5.

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 kept in the student *temporary* record and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.

2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. 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.
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a students’ 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 *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. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
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 School Student Records Act (ISSRA) 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 10 business 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 may extend the response timeline to 15 business days in accordance with ISSRA. 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; 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 parent(s)/guardian(s) 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 ISSRA 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 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; 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 five 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 five 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 four 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 its students, limited to:

- a. Name
- b. Address
- c. Grade level
- d. Birth date and place
- e. Parent(s)/guardian(s) names, addresses, electronic mail addresses, and telephone numbers
- f. 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
- g. Academic awards, degrees, and honors
- h. Information in relation to school-sponsored activities, organizations, and athletics
- i. Major field of study
- j. Period of attendance in school

*Any parent/guardian 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 student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. 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.