

# Glenbard **East**

Right Attitude Means Success



## **Student Handbook**

2023-2024

# GLENBARD EAST HIGH SCHOOL

## Student Handbook 2023-2024

Glenbard East High School  
1014 S. Main St.  
Lombard, IL 60148  
Phone: 630-627-9250  
Fax: 630-627-9264  
[www.glenbardeasths.org/](http://www.glenbardeasths.org/)

Glenbard District Office  
596 Crescent Blvd.  
Glen Ellyn, IL 60137  
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[www.glenbard87.org](http://www.glenbard87.org)

### District 87 Board of Education

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Mr. James E. Shannon	Mr. Robert Friend
Mr. Kermit Eby	Ms. Hetal Lee
Ms. Martha Mueller	Ms. Rosemarie Montanez
Dr. David Larson.....Superintendent	

### School Administration

Mr. Antoine Anderson.....	Principal
Ms. Joan Witkus.....	Assistant Principal for Instruction
Dr. Mitch Berenson.....	Assistant Principal for Operations
Mr. Broderick Booth.....	Assistant Principal for Student Services
Mr. D'Wayne Bates.....	Assistant Principal for Athletics
Mr. Ernest Travis.....	Dean of Students
Ms. Gianna Pigoni.....	Dean of Students
Mr. Braden Kass.....	Dean of Students
Ms. Rebecca Hernandez.....	Dean of Students
Mr. Charles Hinriksson.....	Dean of Students

Property of \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

In case of emergency, please notify:

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

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# Glenbard Township High School District 87 Strategic Plan

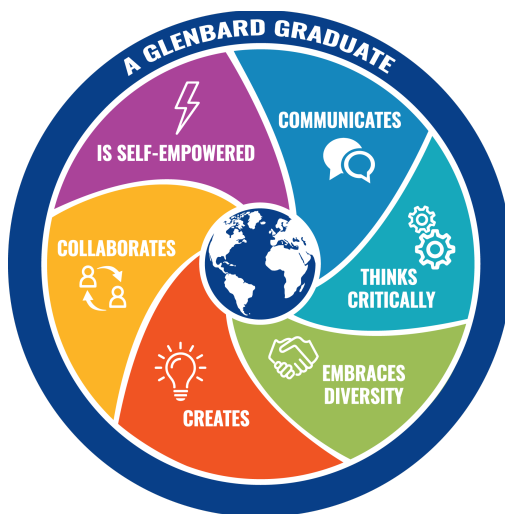
**Mission:** We inspire and empower each student to become a critical thinker who engages as a global citizen.



## Beliefs and Convictions:

1. We are committed to ensuring a course sequence that prepares students for college, the global workforce and personal success, regardless of their academic preparedness upon entering 9th grade.
2. We are committed to closing achievement gaps with all of our students.
3. We are committed to encouraging all students to “level up” to more challenging coursework in an area of interest. This commitment is informed by the research that shows abilities, including intelligence, are not fixed but rather grow with dedication and hard work (growth mindset).
4. We are committed to deploying evidence-based instructional practices that develop students’ knowledge and skills in order to succeed after high school. We commit to:
  - Meet the demands of state and national standards for critical reasoning, creative thinking, and rigorous reading/writing,
  - Accelerate struggling students through the classroom intervention process,
  - Apply formative assessment practices that engage and motivate students in the learning process,
  - Foster independent, creative and self-directed learning and
  - Leverage instructional technology as a tool.
5. We are committed to improving student success through developing and deploying practices for both academic proficiency and Social Emotional Learning.
6. We are committed to providing opportunities that encourage students to explore areas of interest beyond the four core subjects.
7. We are committed to fostering an inviting culture that engages students in an array of extracurricular opportunities that reflect the interests of students from diverse backgrounds.
8. We are committed to building a staff that reflects the diversity of our student body and our community.
9. We are committed to investing in resources and programs that support the educational success of our students while maintaining fiscal responsibility.

## Profile of A Glenbard Graduate



### Is Self-Empowered

- Practices responsible decision-making and considered impact on others
- Creates, monitors and reflects upon ambitious and realistic goals
- Builds and sustains strong, healthy relationships
- Advocates for self and others in a socially responsible, empathetic manner
- Employs a growth mindset that includes self-regulation, motivation, and resiliency

### Communicates

- Demonstrates and works to develop an understanding of audience and self
- Adapts message, style and tone to the chosen medium, audience, and purpose
- Utilizes clear, concise, and effective oral and written communication
- Listens actively and responds with empathy and respect
- Initiates and sustains meaningful conversations in a variety of settings

### Thinks Critically

- Leverages curiosity to identify problems and take intellectual risks
- Examines and challenges assumptions, making decisions based on evidence
- Reasons effectively to make logical judgments and explanations
- Develops a variety of solutions and arguments to authentic problems
- Questions one's thinking, reasoning and beliefs

### Embraces Diversity

- Intentionally develops and shares identities and intersectionality of self
- Respects diverse backgrounds and sees varied points of view to deepen understanding
- Creates community through mutual respect
- Understands own biases and reflects on them regularly
- Actively works to develop empathy for others
- Finds opportunities to embrace and affirm one's authentic self

**Creates**

- Solves real problems that are passion and purpose driven, in local community and around the world
- Generates original ideas, solutions, and products in imaginative ways
- Open and responsive to new ideas and perspectives
- Extracts learning from failure to move ideas forward
- Reflects meaningfully on feedback while able to set aside personal biases
- Novel use and application of prior knowledge

**Collaborates**

- Inspires and motivates others towards a common purpose
- Takes responsibility for self and team through shared, focused leadership
- Receives, provides and learns from constructive feedback
- Values and understands mutual accountability to the mission
- Optimizes digital tools to learn and grow with others
- Is generous in sharing ideas with others



# INTRODUCTION

## A MESSAGE FROM THE PRINCIPAL

On behalf of the Glenbard East High School administration, faculty, and staff, we welcome you to a new school year. We extend a heartfelt welcome to our incoming freshman and to any transfer students entering Glenbard East for the first time. We hope that you will find East as a place that nurtures your aspirations and inspires new possibilities. We expect all students, parents, and invested stakeholders to work in a cohesive and collaborative manner in order to provide a quality education that serves the best interest of all students.

This handbook serves as a guide to familiarize you with your rights and responsibilities as students and parents of the school. It describes our services, rules, and regulations, and contains other information that will serve as a point of reference throughout the school year. I encourage each of you to dedicate time to review and discuss the information contained within this handbook with your parents, especially the Student Information, Discipline and Conduct, and Attendance sections.

High standards and expectations for each student in regards to academic performance, co-curricular participation, and responsible citizenship are the foundation of our school. Success in high school requires you to attend classes every day, work hard, and be committed to your academics. We intend to stretch student potential and challenge every student to reach above and beyond where they never thought possible. This will require extraordinary effort, resiliency, and determination. We can assure you that the faculty at East are committed to their chosen profession and serve as ambassadors for excellence.

Glenbard East offers a wealth of life changing experiences in the areas of academic life, athletics, fine and performing arts, leadership, and community outreach. We urge you to take advantage of these amazing opportunities to broaden and enhance your high school experience. Lastly, we look forward to fostering new relationships and building upon existing ones. We stand committed to serve every student, every day!

Once again, I wish you all a wonderful school year and welcome you to Glenbard East High School. We are looking forward to an amazing school year! **We Are East!! Together, we can...!!!**

Mr. Antoine Anderson  
Principal

### **Historical Sketch**

Glenbard East High School opened its doors in September 1959, with a student body of 525 students and 28 staff members. This school year we anticipate an enrollment of 2700 students and 180 staff members.

Prior to the opening of Glenbard East in 1959, Lombard students in High School District No. 87 attended Glenbard West in Glen Ellyn. The first Superintendent to serve the district was the late Fred L. Biester, who was Superintendent from 1918 until his death in 1962. In the spring of 1962, the Board of Education appointed Dr. Dean W. Stoakes as Superintendent, followed by Mr. Raymond Livingston in 1978 and in 1984 Dr. Robert C. Stevens. Dr. Ron Smith was appointed as superintendent in May 1999. Dr. Timothy Hyland was appointed superintendent in 2002. Dr. David Larson is the current Superintendent of Schools. The district population continued to grow rapidly and in the fall of 1972, a fourth school, Glenbard South, opened in the south part of the school district in Milton Township.

The regional Office of Education, the State Board of Education, and the North Central Association of Colleges and Secondary Schools accredited Glenbard East High School. Graduation from a high school so accredited means recognition as a high school graduate by any college in the United States.

Glenbard East has established itself as an excellent high school respected for its broad academic offerings and its varied extracurricular program.

### **School Colors**

The school colors are Red and Black.

### **School Mascot**

The school mascot is the Ram.

### **Rams Fight Song**

Oh, go you Red Rams  
Fighting on to a victory  
Hail to our valiant heroes  
Glenbard East High School  
Let us cheer for the team  
They will go fighting all the way  
Fight, Glenbard East,  
Big Red will win the game today.  
FIGHT!

## **GLENBARD EAST EXPECTATIONS**

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### **PBIS and SEL at Glenbard East High School**

PBIS is a proactive approach that schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. At its heart, PBIS calls on schools to teach students positive behavior strategies, just as they would teach about any other subject—like reading or math. By having clear expectations and teaching our students positive behavior, we help to create an environment where students feel safe and teaching and learning continue without interruption.

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. The SEL Competencies are embedded throughout our curriculum and daily practices as they are essential tools in the development of fully functioning human beings that engage positively in school and in life..

#### **Glenbard East Students...**

- will respect the rights, beliefs and feelings of others
- will contribute to a positive school environment
- will participate actively in all classes

#### **Glenbard East Teachers...**

- will teach in a professional manner
- will provide a pleasant, cooperative environment
- will create an effective learning atmosphere
- will report the student's progress

#### **Glenbard East Parents...**

- will provide encouragement for the students' efforts
- will encourage regular and punctual attendance
- will support the staff in promoting the school's programs
- will confer with the school staff concerning any problems that may affect student progress



## GENERAL INFORMATION

### Glenbard East Department Chairpersons

Business/Family and Consumer Science.....	Ms. Marti Shirley
English.....	Dr. Alyssa Pavlakis
Fine Arts.....	Mr. Brandon Catt
Mathematics.....	Ms. Miranda Moses
Physical Education/Health/Driver Education.....	Mr. Famous Hulbert
School Counseling.....	Ms. Selina Lepsi
Science Technology & Engineering.....	Mr. Nick Scipione
Social Studies.....	Mr. Jason Jaffe
Special Education.....	Mr. James Lamb
World Languages /EL.....	Ms. Antonina Ungaro

### WHOM TO SEE FOR WHAT

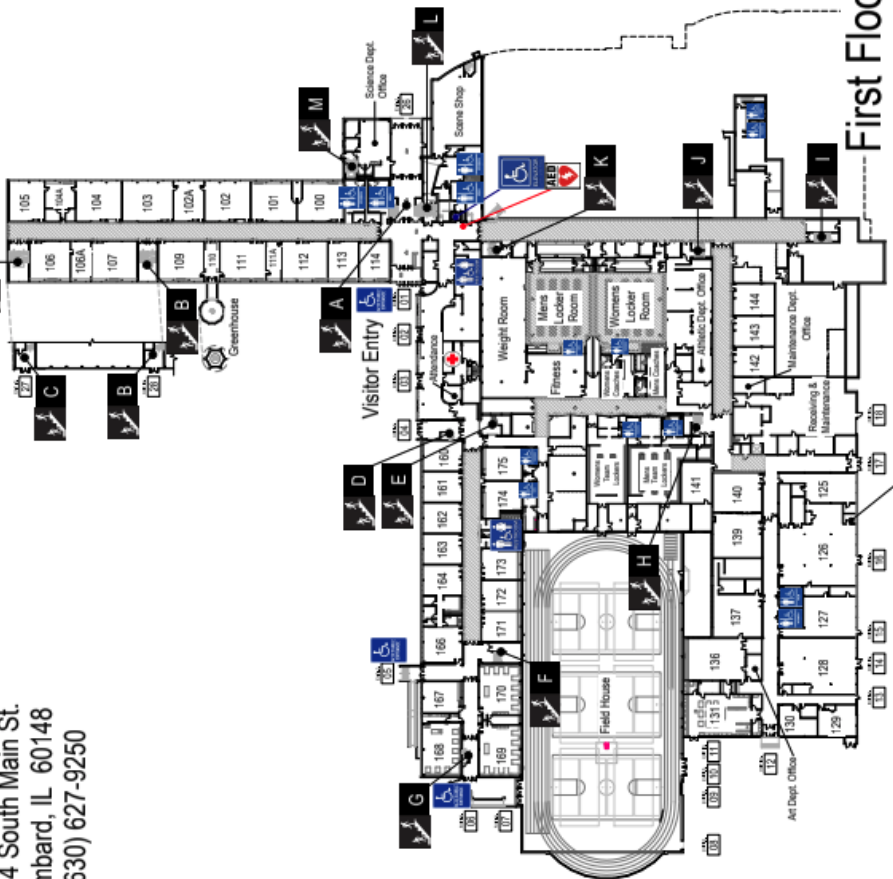
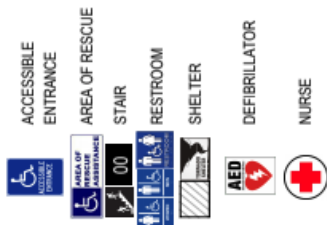
Often students and parents do not know whom to see in school for specific information.

Academic Issues	School Counselor
Athletics	Mr. Bates
Attendance Issues	Deans' /Attendance Office
Bus Information and Issues	Dr. Berenson
Driver Education Information	Mr. Hulbert
G.E.D. Test Information	School Counselor
Guest Pass for Social Event	Deans' Office
Health / Medical	Nurses' Office
Homeless – McKinney-Vento Act	Mr. Booth
IPAD Issues	Tech Help Desk
Library	Ms. Roberts
Locker Issue	Deans' Office
Lost and Found	Bookstore/Deans' Office
Parking	Deans' Office
Pay for Lost Books	Bookstore
Physical/P. E. Excuses	Nurses' Office
Replacement of I. D. Card	Deans' /Attendance Office
School Fees	Mr. Booth/Bookstore
Sexual Harassment	Mr. Booth/Deans' Office
Student Clubs and Activities	Ms. Mclean/Mr. Booth
Student Rights/Freedoms	Mr. Booth
Summer School	School Counselor
Theft	Deans' Office/SRO
Transcripts	Guidance Office/Registrar
Vehicle Registration	Deans' Office
Waiver/Free Lunch Program	Mr. Booth/Ms. Monroe
Work Permit	Guidance Office

**Glenbard East High School**  
1014 South Main St.  
Lombard, IL 60148  
(630) 627-9250

WILSON AVENUE

Legend



**First Floor Plan**



# Glenbard East High School

1014 South Main St.

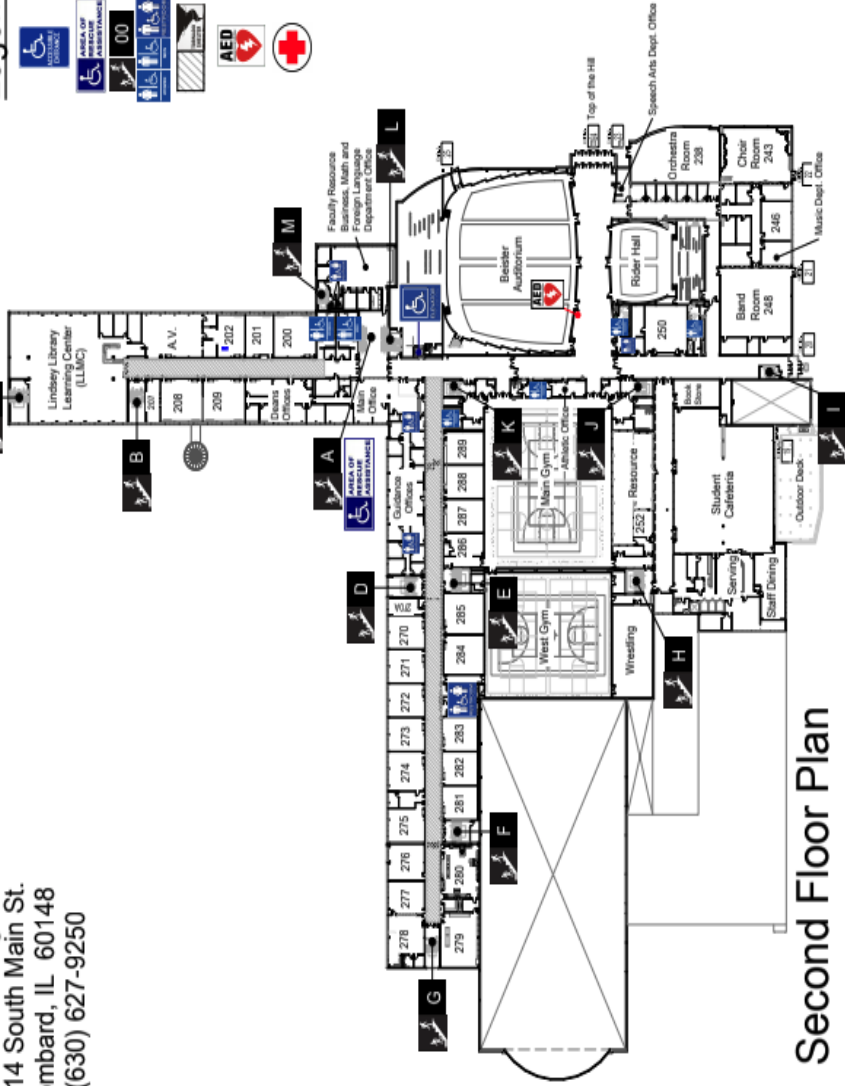
Lombard, IL 60148

(630) 627-9250

WILSON AVENUE

## Legend

- ACCESSIBLE ENTRANCE
- AREA OF RESCUE
- STAIR
- RESTROOM
- SHELTER
- DEFIBRILLATOR
- NURSE



## Second Floor Plan

# Glenbard East High School

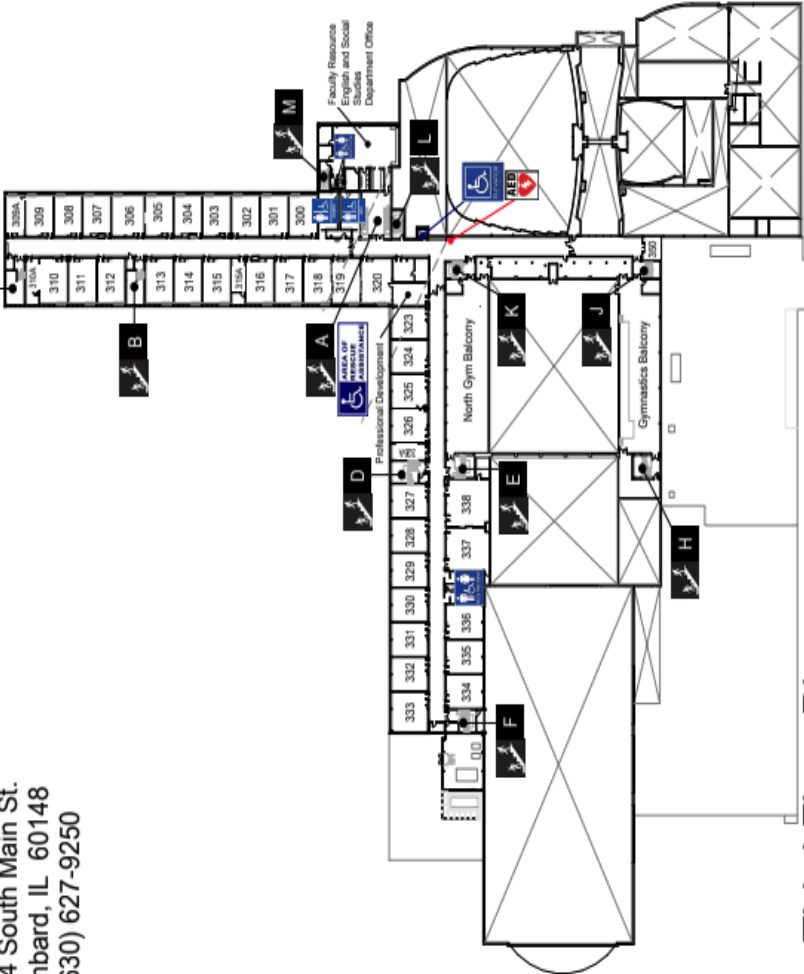
1014 South Main St.  
Lombard, IL 60148  
(630) 627-9250

WILSON AVENUE

## Legend

- ACCESSIBLE ENTRANCE
- AREA OF RESCUE
- STAIR
- RESTROOM
- SHELTER
- DEFIBRILLATOR
- NURSE

MAIN STREET



### **Directory Information**

To save time and unnecessary calls, the following numbers should be used:

We ask that you limit your calls to students during the school day to emergency calls only.

<b>Attendance</b>	630-627-2595
<b>Bills, refunds, or financial questions</b>	630-942-7593
<b>Calendar dates or building rental</b>	630-424-6615
<b>School Counseling</b>	630-424-7148 or 7158
<b>Discipline</b>	630-424-6668
<b>Nurse</b>	630-424-7133
<b>School Psychologist</b>	630-424-7164 or 7150
<b>Social Workers</b>	630-424-6444, 7114, or 6703
<b>Tardies</b>	630-424-7161 or 6784
<b>Transcript, report cards</b>	630-424-7142

### **Cafeteria Prepayment**

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, parents should send cash or a check (issued to Glenbard District 87) to the bookkeeper with their child's name and ID number. Another option is to deposit prepayments into your account using the Internet (see below). An account will be established for your child the same day and can be used the next school day if received before 3:00 P.M. Parents or students can monitor the account balance by asking the cashier as they proceed through the line.

### **Cafeteria Prepayments Using the Internet**

A link to a secured website service for submitting prepayments using the Internet can be found on the District 87 website: [www.glenbard87.org](http://www.glenbard87.org). The website accepts credit cards and uses the student ID number to enter deposits into the District 87 cafeteria prepayment system, PushCoin. After creating an account, the balance can easily be checked using the link on [www.glenbard87.org](http://www.glenbard87.org) or by logging in directly to your PushCoin account.

### **End of School Year Balances**

Money remaining in a student's account at the end of the school year will remain in the account, to be used the following 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. Students should spend balances of less than \$10.00 since no refund will be issued for this amount or less.

### **Insurance**

Glenbard Township High School provides supplemental student accident insurance coverage during the school year for each enrolled student, except for participation in tackle football or ice hockey. Benefits are secondary to all other collectible insurance. Parents may purchase optional 24-hour coverage, tackle football or ice hockey coverage. Accidents or injuries must be reported to the appropriate staff member--teacher, coach, trainer or nurse--as soon as possible. Insurance brochures with further information are available in the registration packets, or in the Athletic Office or in the Main Office.



### **Student Images**

Glenbard District 87 reserves the right to use images, photographs or likenesses of students, while engaged in school activities, in digital, video or printed form and to allow the media into the school to cover non-public events, accomplishments and news stories and to use images, photographs or likenesses of students, in electronic, video or printed form.

Unless parent or guardian requests in writing to the Assistant Principal for Student Services **within the first 30 days of school** that identifiable images of his or her child not be used, Glenbard has the right to participate in publicity actions as stated above.

Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes examples such as information/photographs for the yearbook, award listings such as honor roll, and classroom projects highlighted in digital and print form.

### **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 nonresident during the school term may continue to attend tuition free until the end of the regular school term in June. Students who move within the Glenbard East attendance zone or within the Glenbard attendance zone will need to prove residency again.

Generally, only students who live in the School District with their custodial parent or guardian will be regarded as residents. All students will be required to complete a residency form, provide documents to establish residency and go through a residency review process. Students who are determined not to be residents may be denied enrollment or withdrawn and subject to payment and tuition. Anyone who misrepresents facts in relation to the residency of a student may be subject to criminal and civil legal proceedings.

## **STUDENT INFORMATION**

### **Activity Pass**

An Activity Pass allows students admittance to all home athletic contests and is included in the registration fee. The student's ID serves as their Activity Pass. The pass does NOT include admission to musicals, plays, concerts or IHSA State competitions.

### **Advance Placement (AP) Fee Process & One Free Test**

Glenbard charges the AP exam fee through the registration process in the summer, along with the other student fees. The AP exam is \$95 each; AP Seminar & AP Research exams are \$143 each. Our School Board has made the investment to pay for the cost of the first AP exam for every student, so families will only be responsible for paying the AP exam fee for their student's additional exams each year. Families will have the opportunity to 'opt out' of the exam and fee by October 14, 2021 or February 14, 2022 for 2nd semester only AP courses. After the dates, families will be responsible for a \$40 unused/canceled exam fee. More information regarding the AP courses and exams can be located in the

“Parents” section of our website under “AP Testing”. If you are in need of financial assistance for AP Exam Fees, please contact your Counselor.

### **Announcements**

Announcements will be viewed during RAM time. Additionally, announcements can be accessed via student emails and the digital monitors throughout the building. Students are expected to be familiar with the information contained in the daily bulletins.

1. Items to be included in the bulletin should be in the Main Office by 3:00 p.m. the day before the announcement is to be displayed..
2. A faculty member must sign all announcements.
3. Appropriateness of requested announcement will be determined by the Assistant Principal of Student Services.

### **Bookstore**

The Bookstore, located next to the cafeteria, is open from 7:00 AM to 3:30 PM daily. It is the place to pick up rental textbooks and purchase required paperbacks and school supplies.

### **Cafeteria**

In order to promote an efficient, clean, and enjoyable cafeteria, students are asked to observe the following rules:

1. Lunchtime should be a pleasant time in which students are permitted to visit informally with their friends. However, disruptive conduct will not be permitted. For example: loud talking, pounding on tables, parties, etc. would be considered disruptive conduct.
2. Students may choose their seats in the lunchroom. If there are problems, lunchroom supervisors may assign students to regular seats for limited periods of time at their discretion.
3. Students are expected to take their proper place in the lunch line and not to “cut” the line.
4. Students are expected to walk through the corridors. This means running to lunch will not be tolerated.
5. When students have finished eating they should pick up any debris from the table, chair, and floor. Students with bag lunches are expected to put all lunch bags and debris in the waste containers.
6. Students are expected to be seated while eating lunch in the cafeteria.
7. Throwing of any objects while in the cafeteria will be referred to the Dean.
8. Items such as empty milk cartons and ice cream wrappers must not be brought from the lunchroom into the halls or classrooms after lunch. Food is to be eaten in the cafeteria only during the appropriate lunchtime.
9. Students who demonstrate an inability to cooperate with the established cafeteria guidelines will be denied use to the cafeteria.
10. Students must sit at the tables in or around the cafeteria, not on the floor.
11. **Students are not permitted to order and have food delivered from outside establishments.**

### **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 Pushcoin.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 pushcoin.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. Students should spend balances of less than \$10.00 since no refund will be issued for this amount or less.

### **Dances**

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

- A Glenbard East student may bring one guest, high school through age 20, to a dance by obtaining a guest pass in the Dean's Office prior to the event. The school retains the right to refuse guests.
- Students must have their I.D. card to be admitted to the dance and social.
- Students who come to a dance under the influence of drugs and/or alcohol will face school consequences and may be banned from other dances for up to a year.
- There is to be no use of electronic cigarettes, tobacco, alcohol or drugs in the school building or on the school grounds. All school rules and regulations are in effect and apply to Glenbard East students and their guests.
- Appropriate dancing is expected. Students deemed to be dancing in an inappropriate or sexually explicit manner may be asked to leave and will not receive a refund.
- The Glenbard East dress code will be enforced. Students who are denied entry due to inappropriate attire will NOT be given a refund.
- Students must arrive no later than one hour after the dance has started. For most dances that means 8:00pm. Students arriving after that designated time may not be admitted and will not be granted a refund.
- Students who leave the dance will not be readmitted.
- **Students must be in attendance at school the day of a dance or the day before the dance (if on a Saturday) in order to attend.**

### **Distribution of Materials**

No written or printed material may be distributed in the school building or on the school grounds without prior consultation with the principal. The principal may designate the time, place, manner, and conditions of distribution of any such material.

### **Elevator Usage**

Elevator use by students is prohibited unless approval has been granted via the Nurse's Office. Students who have been granted usage must present a pass when requested by any staff member.

### **Equity (Equal Education Opportunities)**

Glenbard Township High School District 87 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, marital status, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Glenbard offers classes in several college preparedness courses, as well as career classes at TCD, admission to which is non-discriminatory. Lack of English-language proficiency will not be a barrier to admission and participation in those programs.

Any student may file a sex equity complaint by using the Uniform Complaint Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of [The School Code](#)) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of [The School Code](#)).

### **FERPA**

#### **Family Educational Rights and Privacy Act (FERPA) Notice**

The federal *Family Educational Rights and Privacy Act* (FERPA) [20 U.S.C. § 1232g; 34 CFR Part 99] and the *Illinois School Student Records Act* (ISSRA) [105 ILCS 10/1 et. seq.; 23 Ill. Adm. Code § 375] afford parents and students certain rights with respect to school records.

### **Glenbard Hour \*NEW FOR 2023-2024\***

The Glenbard Hour, or RAM time, offers opportunities for students to seek academic support as well as connect with a trusted adult in an advisory setting. Glenbard Hour will take place during the school day between 2nd and 3rd period on Mondays and Fridays. Please see the schedule below. The Glenbard Hour shall consist of two components: Advisory and Support Days. **Home Room** will provide an **opportunity for students to grow and learn the procedures of our high schools**. Activities will include drills, uniform lessons, surveys, etc. Students will be assigned to an advisory staff member(s) and room. The advisory staff member(s) will remain the same throughout the students' high school. **SUPPORT DAYS** will provide the option for students to meet with their own teachers during the school day to receive assistance in their classes. **Support periods are primarily a time for students to interact with teachers**. Students are empowered to choose which support period they would like to attend by selecting their preferred support day location. Staff members will be able to assign students to attend their support period which will override the student selection. **\*Attendance is required during RAM time for both Advisory and Support Days. Staff members will take attendance during these periods.**

**Bell schedule** for 23-24 is [here](#).

### **Hallways**

Hallways/stairs are used to direct traffic flow from one place to another on any given floor of the school building. Whether it is before/after school or during passing periods, students are expected to keep hallways and stairs clear (avoid standing/gathering in center of hall or at bottom/top of staircases), avoid running, keep area clean, use appropriate language, and maintain appropriate volume when speaking with peers. **“Walk and talk”**

### **iPad Help Desk**

A technology expert will be available during the school day to assist with iPad technology questions not answered by teachers. Replacement parts (cords, chargers, keyboards, etc....) will be available at the iPad Help Desk.

### **iPad Rentals**

All Glenbard students will be provided an iPad for coursework. Students will pay a yearly fee of \$189 to cover the costs of iPad rentals. Additionally, students will pay \$85 yearly for their digital curriculum. Students will be responsible to replace/repair lost/damaged or misplaced parts/equipment.

### **Lockers**

All students receive a hall locker. Lockers should be kept clean and orderly. Students who experience hall locker difficulties should consult with the Deans' Office. The school is not responsible for lost or stolen articles. **The school maintains ownership of such lockers and has the authority to search any locker and its contents at any time.** 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. Only items relating to school use and personal items that a student may legally have in his/her possession may be placed in a locker. **The school encourages students not to store any valuable items in their lockers.** All lockers must be empty by the last day of school. 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. Students who damage or mark their lockers may be subject to a fine. Any items left in the lockers after the last day of school will be discarded.

Physical Education lockers are assigned by the PE teachers and should be kept locked at all times. The school is not responsible for lost or stolen articles. Any items left in the lockers after the last class prior to the start of finals are removed and discarded. The school is not responsible for items left in the lockers after the start of final exams.

### **Lost and Found**

Articles, which are found in the school building, should be turned in to the Bookstore. Students who have lost an item may check at the Bookstore. A limited number of items may also be held in the Dean's Office. Students should exercise every caution in the care and security of personal possessions. The school assumes no responsibility for lost or stolen items.

### **Pandemic Preparedness**

In the event of a disease outbreak, epidemic or pandemic, emergency school closings may be necessary at the direction of state/local health officials or the Illinois State Board of Education (ISBE). During extended school closures, the District will implement a remote learning program consistent with ISBE guidance. Parents and guardians will be required to perform daily temperature checks and health screenings for their child(ren) before school and report this information to school staff members. School personnel may perform temperature checks and health screenings for students at school as necessary at the sole discretion of school personnel. If a student has a fever higher than 100.4 degrees Fahrenheit or exhibits any other sign of illness while at school, the student must be picked up from school immediately and will be excluded from school for a period of time determined in consultation with ISBE and the Illinois Department of Public Health. Visitors will not be allowed to enter school buildings except in exigent circumstances. In no case will a visitor be allowed to enter a school building when exhibiting signs of illness, as determined at the sole discretion of school personnel. Students and adults

present at school must wear fitted face masks covering their nose/mouth at all times, including on school buses. If a student refuses to wear a mask or otherwise engages in conduct that compromises the safety of others, his/her parents will be notified and disciplinary interventions may result, including possible expulsion from school. During this unique time, the school will implement behavior expectations for students to ensure the ongoing health and safety of all individuals on and off our school campus.

### **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/photographs for the yearbook, award listings such as honor roll, and classroom projects highlighted in digital and print form.

### **Posters**

The Assistant Principal for Student Services must approve all signs and posters. Only masking tape may be used to display posters on the walls as scotch tape removes the paint. Posters are to be no larger than 30 x 36 inches. Posters will be limited to 5 per floor and will be hung in designated areas of the building

### **Prayer** (See Board Policy [6:225](#) and [7:130](#))

We want to collaborate with parents/guardians and students to proactively schedule non-instructional options during 7th period for those students who plan to attend required prayer. Examples of non-instructional options include lunch periods, study halls and office aides. Please contact your student's school counselor if you would like to place a non-instructional option during 7th period in your student's schedule for the 2023-2024 school year.

### **Recording lessons/livestream**

Teachers and staff may video/audio record lessons for students to access either synchronously (in real time) or asynchronously (for review at a later time) for use on the remote learning platform. Recordings will be maintained for a short period of time and will be deleted within 12 months. District staff will take reasonable steps to monitor the confidentiality of any personally identifiable student information exchanged on the remote learning platform consistent with state and federal laws. However, the School District cannot control or guarantee the confidentiality of student communications on a remote learning platform.

### **Safety and Supervision After School**

In order for students to experience positive extracurricular activities, all after school activities require a supervisor. Students are not permitted to work in a classroom or loiter about the building after school unless he/she is under the direct supervision of a teacher, coach, or sponsor.

Each day, at 2:45 p.m., all students who are not under the direct supervision of a staff member will be asked to leave the school property. If a student is unable to leave the

school property, he/she may be assigned to an area of the building where a staff member will supervise you. Bus students will be permitted to ride the 4:00 p.m. bus only if they have secured a late bus pass.

### **Study Hall**

Some students may be assigned to study hall during the regular school day. All rules and regulations regarding attendance, tardiness and student behavior apply to study hall. Card playing or gambling of any kind will not be permitted. Students assigned to study hall are expected to bring the books and materials necessary to spend the period working quietly. Students may use the resource centers, computer labs, and/or the library media department during their study hall period. Students must first report to study hall and may leave to these locations on passes. Failing to follow the sign-in procedures will result in Dean's consequences.

### **Technology Device Training and Support**

To support our students when they receive their iPad, each student is required to take part in a training program. This training 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 iPad Help Center in the Bookstore, just outside of the cafeteria. Depending on the issue, it may be resolved at that time, or moved to one of 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 ASSISTANCE/SUPPORTS**

### **S.T.R.I.V.E. (Success Through Reaching Individual Expectations)**

S.T.R.I.V.E. is a before and after-school program designed to provide a structured environment where students can complete homework assignments, papers, projects and study for tests. East teachers staff the program and provide academic support and tutoring. The program runs Monday, Tuesday, Wednesday and Thursday mornings from 6:55-7:25 a.m and Tuesday, Wednesday, and Thursday afternoons from 2:45-3:45 p.m. in the Learning Commons (Room 251) and Room 100 for Science assistance.

### **AP Lunch**

AP Lunch is open during all lunch periods for any AP student looking for a quiet place to study or interested in starting an AP study group. First time AP students may find it beneficial to work with the AP Lunch Supervisor to get help navigating all the work that comes with taking an AP course; it's important our students find balance. AP Lunch is located close to Door 20 by the Music wing just around the corner from the Student Cafeteria.

### **Glenbard Hour Support Days–RAM time**

RAM time is a twice-a-week, forty minute block of time built into the schedule. Support days make up two-thirds of our RAM time calendar and will provide students with the opportunity to meet with teachers during the school day to receive assistance in their classes. Students can use the Glenbard Hour App to schedule their locations for upcoming Support days.

### **Lunch Intervention**

Academic support will be available to students that may be struggling in class. Students may be assigned to or voluntarily utilize the lunch intervention room during the lunch

period. Students that are assigned to the lunch intervention room must attend as attendance will be required and disciplinary consequences will be imposed for students that fail to comply. Lunch Intervention takes place in Room 250.

### **The Learning Commons**

The Learning Commons (LC) is open throughout the school day for students in need of looking for a computer or a quiet place to study. The Learning Commons (Room 251) is located across from the cafeteria.

### **Schoology**

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 East 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.

### **Test Make-up Center**

The Test Make-Up Center is located in Room 320 and is open before, during and after school. All students who fail a test will have an opportunity of at least one retake (excluding final exams). See your teacher for more information.

## **GUIDANCE SERVICES**

Guidance services are provided for all Glenbard students. Students are assigned counselors who provide academic, career, and personal counseling. We encourage parents to enter into the student's planning with his/her counselor. The Guidance webpage ([www.glenbardeasths.org](http://www.glenbardeasths.org)) provides many resources and important information for students and parents. The right to make decisions and the responsibility for carrying them to a successful conclusion belongs to students and parents. Students are scheduled for individual and small group contacts with counselors at all grade levels.

### **COUNSELOR ASSIGNMENTS**

<b>Counselor</b>	<b>9-11 Grade Students</b>	<b>12th Grade Students (Class of 2024)</b>	<b>Specialized Programs</b>
<b>Jim Greener</b>	A-Cam	A-Cam	
<b>Mara Maslo</b>	Can-Fer	Can-Fer	PASS
<b>Karen Zima</b>	Fes-Hul	Fig-H	
<b>Erika Williams</b>	Hun-Kos	I-Lar	EL (Me-Z)
<b>Selina Lepsi</b>	Kot-Maci	Lat-Mac	Life Skills
<b>Lizette Ramirez</b>	Macj-Moq	Mae-Mom	EL (A-Mc)
<b>Scott Lilly</b>	Mor-Pol	Mon-Q	Skills



Michelle Mandley	Pom-Spa	R-Sta	
Bryan Witte	Spb-Z	Ste-Z	

<b>Freshmen</b> Orientation Enrollment 4-year course plan	<b>Sophomore</b> Enrollment Career planning seminar
<b>Juniors</b> College/Career planning Enrollment	<b>Seniors</b> Senior conference, post high school planning (individual) college, job recommendations, testing information, and interpretation.

A conference with a counselor may be arranged during a study hall, lunch period, before or after school, or during class time if arrangements are made in advance. Speak to the receptionist in the Guidance Department about making an appointment.

### **RELATED SERVICE STAFF**

#### **SOCIAL WORKER INTERVENTIONISTS**

Ava Blalark, Jelisa Rivera, Stacie Tzouras, Rebecca Wagner, Megan Mrazek

#### **STUDENT SUPPORT SPECIALIST**

TBD

#### **PSYCHOLOGIST INTERVENTIONISTS**

Linda Heino, Marina Brennan, Carla Boyd

#### **SPEECH AND LANGUAGE PATHOLOGIST**

Nicolette Rinaldi

#### **NURSES**

Jeannine Glavas, Laura Grabowski

### **Transcripts**

Students presently enrolled at Glenbard East must request transcripts through the Registrar in the Guidance Office. There is no charge for a transcript. The registrar will send transcripts for alumni upon written request. Transcripts signed by the building Registrar and bearing the school seal are considered official and will not be given to students or parents but shall be mailed to the agency requesting them. Transcripts furnished to the parents or students are considered unofficial and will be marked unofficial with no Registrar signature.

### **Transfer of Credit**

The Guidance Office will evaluate the credits transferred from another school and specify what is needed for the student to meet the graduation requirements at Glenbard.

### **Student Grade/Performance**

Your student's progress can be reviewed online through PowerSchool. Grades are posted by your student's teacher for homework, quizzes, tests, etc. In progress and semester end grades are available on-line as well. Report cards are no longer mailed to your home. We highly encourage you to review your student's performance often. Note: If you do not have Internet access please contact the school's Guidance Office for assistance.

### **Correspondence/College Courses**

Third and fourth year students, with parental and Principal approval, may receive Glenbard credit for correspondence or college study. Approval of such courses must be secured prior to registration. No more than four courses (2 credits) can be earned outside of the regular school program using these options.

### **Homebound Instruction**

Home/hospital instruction is available for students who are hospitalized or confined to home. A student who will be absent from classes for a minimum of two consecutive weeks as certified in writing by the student's physician, may be eligible for homebound instruction. Please contact your school counselor or the Director of Guidance for details.

### **Summer Session**

Students may wish to take extra course work in the summer session to enrich their regular program or to make up credit. If a student fails a course, it is district policy to make it up in summer school. Students should speak to their counselor for summer school registration.

### **Work Permit**

A student must have a work permit for any regular after school job if the student is under the age of 16. A birth or baptism certificate is a requirement. An employer must request this work permit. Report to the Guidance office to receive details. For students 16 years and older, a work permit/proof of age certificate is available.

## **HEALTH CENTER**

A registered nurse is available in the Health Center throughout the school day. Each student who needs to see the nurse should observe the following procedures:

1. Students must have a pass to go to the Health Center.
  - a. Students who become ill during the school day and need to go to the Health Center should obtain a pass from their classroom teacher.
  - b. Students who become ill during a passing period should obtain a pass from the teacher of their next class and then go to the Health Center.
  - c. Only under the most unusual conditions will a student be permitted to see the nurse without a pass.
  - d. Students will not be allowed to stay in the Health Center for an entire class period.
2. Students who become ill during the school day must report to the nurse for permission to leave school.
  - a. A student who leaves school without permission will be considered truant from the class or classes that are missed.
  - b. No student will be excused from school unless a parent, guardian or person designated on the GLENBARD TOWNSHIP HIGH SCHOOL Student and

- Parent Data Record has been notified and appropriate transportation arranged.
- c. Students will not be excused from school due to illness without parental permission.
  3. All prescribed and non-prescribed drugs and medication must be placed in the care of the nurse. Students may not carry any form of drugs or medicine on their person except inhalers, and/or epipens registered with the nurse. The SCHOOL MEDICATION PERMISSION FORM for registering medications is available from the Health Office or on-line for this purpose.
  4. Students who are unable to participate in PE from year to year must obtain a new excuse from their doctor and present the excuse to the school nurse with each new school year.

### **Medical Excuse for Physical Education**

A student who is physically unable to participate in physical education will be granted a medical excuse from the activity portion of physical education under the following conditions:

1. The school nurse may issue a medical excuse for a one to three-day period each semester if the student is physically disabled.
2. A student who requires a medical excuse for more than 3 days must bring a note from a physician specifying the dates the student will be unable to attend the activity. The note must be presented to the school nurse immediately so that non-participation days will be considered excused.
3. Retroactive gym excuses will not be accepted. A student will not receive credit for PE if he/she is failing this course prior to receiving the medical excuse or continues to miss PE after the medical excuse expires.
4. Students who are assigned to study hall will be required to complete work assigned by the teacher. These assignments will comprise the physical education grade.

## **GLENBARD EAST LINDSEY LIBRARY MEDIA CENTER**

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

East's library, the **LLMC**, welcomes everyone in the East community. With a vast collection of both print and e-books, databases, magazines, audio-visual materials, computers, and flexible areas for collaboration, the LLMC plays a pivotal role in student life at Glenbard East. Librarians are available to provide whatever type of assistance patrons might need—whether it is a suggestion for recreational reading, help gathering information for a school assignment, assistance with apps or the iPad, help with bibliographic citations, or producing quality audio-visual materials for a class presentation. East's librarians assist students as they identify and articulate what they need, locate pertinent information, and evaluate and interpret what they find. They work carefully with teachers in the design, implementation and assessment of student work. Also, they assist in the selection and composition of work in audio or visual formats.

**HOURS:** The LLMC is open from 7:00 a.m. to 3:45 p.m. daily.

**STUDENT USE:** The LLMC is open to students before and after school as well as during PLC time. **Students may also come to the library during study halls, lunch, or classes with a pass from a teacher or librarian.**

**A STUDENT MUST PRESENT A VALID SCHOOL ID TO CHECK OUT A BOOK**

AND IS RESPONSIBLE FOR ALL MATERIALS CHECKED OUT IN HIS/HER NAME.

#### LOAN PERIODS:

Study materials—one week  
Fiction/Non-fiction—four weeks

Students may reach many of our databases from off-campus computers via the Glenbard East library website at [www.eastlibrary.org](http://www.eastlibrary.org). Required passwords are available in the LLMC and on the library's Schoology page.

The LLMC is bustling, busy, productive and used extensively by the Glenbard East Community. Students must be prompt in returning items they have borrowed. **Fines** are charged for overdue materials at a rate of \$.10 per school day for most books. Students are responsible for the replacement costs of lost items.

All fines and lost materials must be cleared from a student's record by the end of the school year. Financial obligations may jeopardize graduation activities for seniors.

The **Audio-Visual (AV) Lab** is accessed through the LLMC. It is available for student and teacher production work.

For further information about services and resources, to search the online catalog or use our databases, visit our website at [www.eastlibrary.org](http://www.eastlibrary.org).

## SCHOOL SAFETY

### **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 administrators to report to the Department of State Police. This includes and release of records to the Department of the State Police.

### **Fire Drill**

Periodic drills are held to insure student safety. Detailed instructions are issued in a special bulletin to each teacher and are explained to students on the opening days of school. All students should become familiar with the fire exit from every classroom to which they are assigned. Please remain as quiet as possible in case instructions must be given during a drill.

1. Walk rapidly and quietly
2. Do not wait for others to join you.
3. Keep 100 feet from the building when outside
4. Do not block roadways.
5. Do not reenter the buildings until an all-clear signal sounds.

Tampering with the fireboxes throughout the building is a violation of the Lombard Fire Code. Knowingly transmitting a false fire alarm constitutes a felony. The inherent danger whenever a false fire alarm is transmitted and 2,300 students must evacuate the building is cause for concern.

### **Off-Site Evacuation Drill**

In the event that the students and staff need to evacuate the school building and move completely off of school grounds, the following assignments for the student body have

been made according to the first letter of the last name of the student. This drill will be practiced every other school year.

**Group 1 A-D**

National University of Health Sciences  
200 East Roosevelt Road  
Ph: 630-889-6604

**Group 2 E-K**

Lombard Park District Maintenance Facility  
955 S. Columbine  
Ph: 630-629-3344

**Group 3 L-M**

District 44 Maintenance Facility  
955 S. Columbine  
Ph: 630-620-3572

**Group 4 N-O**

Hammerschmidt School  
617 Hammerschmidt Ave.  
Ph: 630-827-4200

**Group 5 R-S**

Madison School  
150 W. Madison  
Ph: 630-827-4100

**Group 6 T-Z**

Sunset Knoll Recreation Center  
820 S. Finley Rd.  
Ph: 630-620-7322

**Group 7**

Football Field Concession Stand  
Specific Students and Staff

**School Resource Officer**

Glenbard East employs a full-time sworn police officer employed by Lombard Police Department as well as a part-time sworn police officer employed by the Glendale Heights Police Department. The primary goal is to coordinate police resources from the villages of Lombard and Glendale Heights with Glenbard Township School District #87 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 resource officers are located on the 1<sup>st</sup> floor, near Door 1.

**School Violence and Bullying Tip Lines/ Websites**

- **Bullying Hotline** (630.424.6670) is for students and others to anonymously report threats of school violence, bullying and/or general tips.
- **Safe2Help** (Call 844-472-3345 or Text 72332(SAFE2) to report). The State of Illinois is launching a school safety program called Safe2Help Illinois in an

effort to raise awareness of the 21st century threats facing schoolchildren in Illinois. Safe2Help Illinois will offer students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence or other threats to school safety. This program is intended to get students to "Seek Help Before Harm."

- **CRISIS Counselor Text Line**: Text REACH to 741741
- **National Suicide Prevention Lifeline (988)**: The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. Call or text 988, or chat at [988lifeline.org/](https://988lifeline.org/).
- **The National Domestic Violence Hotline**: 1-800-799-SAFE (24/7-many languages)
- **The National Sexual Assault Hotline**: 1-800-656-HOPE (24/7-Free and confidential)
- **Victims of Sexual Assault Advocacy**
  - <https://ywcachicago.org/advancing-healing-safety-and-belonging>
  - [https://www.dupagecounty.gov/elected\\_officials/state\\_s\\_attorney/victims\\_and\\_witnesses/victim\\_services.php](https://www.dupagecounty.gov/elected_officials/state_s_attorney/victims_and_witnesses/victim_services.php)
- **Therapy/Counseling for Victims of Sexual Assault**

YWCA Sexual Violence and Support Services  
2055 Army Trail Road, Suite 140  
Addison, IL 60101  
630-790-6600 X 2479

  - <https://211dupage.gov/index.php/component/cpx/?task=resource.view&id=1315238>
  - <https://www.icasa.org/>
  - <https://www.dupagesheriff.org/VictimServices/>
- **Education for Adults/Community (Warning Signs of Victims of Sexual Assault)**
  - <https://ywcachicago.org/advancing-healing-safety-and-belonging>

### **Student Identification Cards**

Each Glenbard East student is expected to have a current school identification card at all times. 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 who pay the activity fee,
5. a library card for students checking out materials,
6. purchase of lunch in student cafeteria

Students will be issued an ID card at the start of the school year. Upon request, a student must present an ID card to any school employee. In the event a student has lost an ID card, the student must identify himself/herself to school employees if asked to do so. Refusal and/or failure to do so may carry a disciplinary intervention. Students are also encouraged to take a picture of their ID with the iPad and/or cell phone to always have it available.

### **Students Search and Seizure**

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

## **Student Visitors**

As a general rule, Glenbard East does not allow visitors during the school day. Specific requests for a visitor should be directed to the Dean's Office. These requests will be considered on an individual basis.

## **Time Out and Physical Restraint**

[Illinois School Code \(23 IAC 1.285\)](#) defines Time Out and Physical Restraint (specifically the practice, facility, training and reporting required). Glenbard District 87 will follow all components in the school code and will focus on prevention and intervention in order to provide a safe and secure learning environment for all.

# **VICTIM OF SEXUAL ASSAULT / GROOMING INFORMATION**

## **Erin's Law (Policy 4:165)**

"Erin's Law" requires that all public schools in Illinois implement a prevention-oriented child sexual abuse program that teaches: Students in grades preK - 12th grade age-appropriate techniques to recognize child sexual abuse and tell a trusted adult. If you see something, tell someone! Report concerns to Deans, Counselors, Teachers, Student Services, or School Resource Officer. Additional links are provided below:

1. Resources:
  - a. [National Sexual Assault Hotline Confidential 24/7 Support](#)
  - b. [Warning Signs of Sexual Abuse in Teens](#)
  - c. [Warning Signs of Possible Sexual Abuse](#)
  - d. [Grooming. Know the warning signs](#)
  - e. [Preventing Child Sexual Abuse](#)
  - f. [National Domestic Violence Hotline](#)
2. Reporting Sexual Abuse
  - a. [Reporting to Law Enforcement](#)
  - b. [Reporting Child Sexual Abuse](#)
  - c. [Reporting to the Illinois Department of Children and Family Services](#)

## **Safeguard Against Sexual Abuse in Schools - Faith's Law**

Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act. In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools. Faith's Law adds a completely new section to the Illinois School Code (105 ILCS 5/22-85.5) pertaining to sexual misconduct in schools. This section requires all school districts, charter schools, and nonpublic schools to develop an employee code of professional conduct policy that must be made available on the school's website and included in any staff, student, or parent handbook.

Need to report a concern or an incident? Call your child's school, state the reason for your call, and speak to the principal or a social worker.

## **The Illinois State Board of Education Sexual Abuse Response and Prevention Resource Guide**

[www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf](http://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf)

## PARKING AND DRIVING

Before a permit will be issued, the student must return the application form with his/her signature and that of his/her parent to the Dean's Office. Unfortunately, due to space constraints, not all students will be guaranteed a parking spot. Students must pay a parking fee of \$100.00 for their one semester parking space in the senior lot and \$25.00 for a one semester parking space at Sunset Knoll. Additionally, they must provide a **COPY** of their current insurance card and driver's license. If any of the information on this sheet changes, let the Dean's Office know. The signatures indicate that the student and the parent understand and agree that the student accepts responsibility for abiding by the following rules.

1. I must observe the rules of safe driving while on District property or property controlled by the school district.
2. I understand that the school district is not responsible for theft(s) of items and/or materials from my vehicle when parked upon school grounds or parked on property controlled by the School District.
3. I understand and acknowledge that motor vehicles in the school parking lot, on school property, or property leased to the school, or in any parking space provided by the School, and any personal effects therein, will be subject to a search at any time. The search may be conducted without notice to or consent of the student, without suspicion of wrongdoing, and without a search warrant. I understand and acknowledge that I have no reasonable expectation of privacy in these places or in the personal belongings left in these areas. I understand and acknowledge that School authorities are permitted to request the assistance of law enforcement officials when searching for illegal drugs, weapons, or other illegal or dangerous items, *and that such search may include sniff searches by dogs*. School officials may turn over evidence that a student violated or is violating the law, a local ordinance, or a school rule or policy to law enforcement officers.
4. Attend ALL classes, every day. Too many truanancies will result in losing your parking space.
5. Do not leave the school grounds until your scheduled dismissal time.
6. Do not transport other students off school grounds during the school day. (i.e. Lunch time)
7. **This is your space and only yours. Do not loan your car or tag to anyone. Tags are not transferable. Tags may not be sold to another student.**
8. **Students are to park in their assigned spaces only.** If another student is parked in your space, notify the Dean's office at once. Do not park in a different space.
9. Display parking permit from the rear-view mirror of your car. **Any permit that is lost will not be replaced and you could lose your parking privileges. You will also be charged to replace the tag.**
10. Failure to observe the rules indicated above may result in
  - a. suspension or revocation of parking privileges
  - b. forfeiture of parking fee
  - c. having car towed
  - d. further disciplinary action.



# STUDENT BEHAVIOR AND CONDUCT

## **EXPECTATIONS FOR STUDENT CONDUCT**

Glenbard East's specific expectation for infractions of School Board Policy 7:190 on Student Behavior (formerly known as Student Discipline) are as follows:

### **Glenbard East Code of Conduct**

Student discipline procedures at Glenbard East are designed around the following guidelines:

1. While emphasis is on restorative justice, both the punitive and the corrective/remedial aspects of discipline will/can also be enforced.
2. Problem solving is a key dimension in our discipline program. The resources of the school are to be focused on identifying causes and resolutions of problematic behavior.
3. Defined consequences of disruptive behavior will be communicated to parents and students.
4. A limited degree of flexibility is needed for the Deans and teachers to exercise professional judgment. Each situation is different and the response to it must take those differences into consideration.
5. Appropriate resources available to the school will be used to assist students. When this assistance fails and disruptive behavior persists, expulsion may be recommended.

### **Prohibited Behaviors**

Listed below are behaviors that are disruptive to an effective school environment. The list is not all-inclusive but gives sufficient detail to communicate what is inappropriate in a school setting.

1. **Academic Dishonesty-** Academic dishonesty includes but is not limited to cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, submitting another person's work as one's own work, giving test questions or answers to a member of any class, or receiving test questions or answers from a member of any class. Cell phones are to be off at all times during tests and final exams; there may be instances of electronic devices usage that may be a violation to academic honesty policy. Utilizing social media/technology platforms (including but not limited to Facebook, Twitter, SnapChat, Instagram, texts and emails) to distribute or share homework, quiz or test answers, or other class materials without the expressed permission of the teacher and wrongfully obtaining test copies or scores. The infraction of this rule may result in disciplinary interventions from the Dean.
2. **Alcohol and Drugs**
  - a. The possession of any apparatus or paraphernalia designed or intended for smoking, inhaling, or ingesting any illegal substance may result in a discipline intervention and recommendation for expulsion.
  - b. Consumption or possession of, or being under the influence of, or transferring any illegal or controlled substance including, but not limited to, narcotics, alcohol, unlawful drugs, or "look alike" drugs may result in a discipline intervention and recommendation for expulsion.
  - c. Buying or selling alcohol or drugs may result in a discipline intervention and recommendation for expulsion. Students who furnish and/or sell alcoholic beverages, unlawful drugs, controlled or "look alike" substances to other students or persons before, during or after school; before, during or after school sponsored events – home or away, may receive a discipline intervention and recommendation for expulsion.
  - d. In each instance, appropriate police authorities may be notified. (See Board Policy...7:190)

3. **Bomb Threat**- Participating in any bomb threat, or falsely reporting to another the presence of or intention to place a bomb, explosive, or incendiary device that would affect any school property, school activities, or school-related or sponsored functions, or any other functions which would have an adverse impact on the school environment.
4. **Bullying/Harassment/Intimidation (Please refer to Policy 7:180 for more information)** - Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or school-related activities. Students experiencing the above should report the incident to a teacher, counselor, dean, or other staff member immediately.
5. **Bus Misconduct** - Students are expected to maintain appropriate behavior while on a bus and at the bus stop. (See Board Policy...7:220)
6. **Computer/Telecommunications Violation** - Any use prohibited by the Acceptable Use Policy (Please refer to policy 9:101)
7. **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.
8. **Dress Code Violation**

Glenbard East strives to create a community that does not judge people based on their dress or fashion, but values individuality. At the same time, clothing may interfere with the educational environment and therefore should not be **offensive, provocative, or disruptive** to the learning environment. Students are encouraged to dress in a manner that reflects their individuality and self-expression, but which is also appropriate in an educational setting. Dress or appearance which presents a health or safety hazard, references alcohol, drugs, tobacco, or violence, is offensive by wording or design, or suggestive of a double meaning, or gang related and/or in any form or manner which materially and substantially disrupts the educational process, is prohibited by school dress requirements. Infraction of this rule may result in disciplinary interventions. See Board Policy 7:160.
9. **Electronic Devices (Cell Phones, iPads, iPods, and other devices that access Internet gateway)**

Use of cell phones or other electronic devices that access Internet gateways are permitted and consistent with the district-wide "Bring Your Own Technology" policy.

Purpose: The purpose of this program is to extend and enrich the learning environment of Glenbard East. While use of technology in the building is allowed and often encouraged, it should not be used to interfere with the educational process and/or disrupt orderly conduct within the building. Here are some of the ways in which electronic devices **should** be used to enhance learning at Glenbard East:

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

  - To work on an assignment for a class.
  - To maintain discussion with a classmate about a topic in the course using an approved discussion tool.

- To listen to an educational podcast or view an educational video. TED talks and Khan Academy videos are examples of appropriate sites. (Remember to use your headphones.)
- To create an interactive assignment through technology.
- To organize your life by reviewing/updating your calendar, to-do list, or address book.

### **Inappropriate uses of technology devices should be noted by all students.**

- All devices should be turned off and out of sight when directed to do so by a teacher.
- During assessments, unless otherwise directed by a teacher, all BYOT devices should be put away and turned off.
- Participating in the acquisition, creation or distribution of materials which are obscene or pornographic in nature, or which is discriminatory or derisive to any person or group of persons based upon race, gender, age, or disability.
- Capturing and transmitting images, videos, or other recordings without the consent of the people in the recording.
- Devices are prohibited from bathrooms, locker rooms, and other areas where there is an expectation of privacy.
- Use of a BYOT is subject to overall student discipline policy.
- Glenbard reserves the right to restrict student technology use on a case by case basis.

All East students are expected to use cell phones at appropriate times, and in appropriate places. Below are East's expectations regarding cell phone use.

#### **Classroom**

Use of cellphones in the classroom is prohibited. Students are expected to stow away cell phones, as well as earbuds/headphones, upon entering the classroom and keep them stowed away and out of sight until the end of the period.

#### **Hallways**

Use of cellphones is allowed in the hallways during passing periods. Use is restricted to texting and listening to music (students should not be talking on the phone). If an emergency call must be received or made, students should stop into a nearby office. If listening to music, students are required to utilize earbuds/headphones. For safety reasons, the volume of the music must be reasonable. Cell phone use is prohibited in the hallways during instructional time.

#### **Study Hall**

Use of cellphones is allowed during study hall periods. Use is restricted to listening to music. If listening to music, students are required to utilize earbuds/headphones.

#### **Cafeteria**

Use of cellphones is fully permitted in the cafeteria **during lunch periods**. Students are permitted to text, make phone calls, and listen to music.

**\*At no time should students use cell phones to record staff, other students, or physical altercations.**

Consequences for violating the above-mentioned cell phone policy may result in the following:

Consequences for violating the above-mentioned cell phone policy may result in the following:

# OF VIOLATION	CONSEQUENCE
1	1-hr Detention; Possible device confiscation. Student pick up in Dean's Office at the end of the day.
2	1-hr Detention; Possible device confiscation. Student pick up in Dean's Office at the end of the day.
3	Ext. Detention; Possible device confiscation. Student pick up in Dean's Office at the end of the day.
4+	BIA; Possible device confiscation. Parent must pick up in Dean's Office during school hours.

**10. Fighting**

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

**11. Fire Threat** - Arson, False Alarm, unauthorized use of fire extinguisher

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

**13. Gambling** - Participating in games of chance for the purpose of exchanging money or something of value

**14. Gang Activity** - *Gang activities include, but are not limited to:*

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which evidences membership or affiliation to any gang. Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- Drawing gang-related graffiti or distributing gang-related literature.
- Recruiting, soliciting membership in, promising to join, or joining a gang while on campus or at a school-related event.
- 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 and/or possible suspension. Subsequent incidents may result in suspension and a recommendation to the School Board for expulsion from Glenbard Township High School District 87.

**15. Hazing** - *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. See Board Policy 7:190 R-7

16. **ID Card Violation** - 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 and when entering the building prior to first period.
17. **Insubordination** - 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 staff, secretaries, custodians or cafeteria staff, and to cooperate with their requests.
18. **Internet Threat** - Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel under circumstances described in Section 10-22.6(d-5) of the School Code.
19. **Misconduct** - Conduct that endangers the safety of self or others.
20. **Physical Threats, Assault, Intimidation** - Physical threats, assault, and/or intimidation toward another student or staff member are prohibited. Disciplinary interventions may include recommendation to the Board of Education for expulsion and/or referral to police authorities. Students experiencing the above should report the incident to a teacher, counselor, dean, or other staff member immediately. (See Board Policy...7:180 & 7:190)
21. **Profanity/Vulgarity/Inappropriate Language** - Language, written or spoken, objects and/or gestures that are obscene, abusive, inappropriate, or discriminatory and/or that can be found to be offensive to the commonly accepted standards of decency.
22. **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.
23. **Sexual Harassment** - Students are prohibited from sexually harassing students or employees, regardless of gender or sexual orientation. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms “intimidating,” “hostile” or “offensive” as used below include conduct, which has the effect of humiliation, embarrassment, or discomfort. False accusations regarding sexual harassment are likewise subject to appropriate disciplinary action including but not limited to suspension and expulsion.
24. **Smoking/Tobacco/Electronic Cigarettes (Distribution, Possession, Sales and/or Use)** - Smoking, possession of cigarettes, possession of electric cigarette/inhaler, possession chewing tobacco or “snuff” are all prohibited in the school and on the school grounds.
25. **Theft/Possession of Stolen Property** - Theft of school property, the property of school personnel, or the property of other students is forbidden. Students are not to have the property of others in their possession. Any articles that are found by a student, which do not belong to them should be turned in immediately to the office.
26. **Trespassing** - This also includes the unauthorized presence of a student on any Glenbard District 87 campus during the period of his/her suspension/expulsion.

27. **Vandalism** - Vandalism to school property, the property of school personnel or the property of other students is forbidden. The penalty may be restitution, police involvement, or school consequences ranging from detention to a recommendation for expulsion to the Board of Education.
28. **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.
29. **Weapons** - Possession, use, transfer, purchase or sale of a weapon. Weapons include, but are not limited to:
- 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).
  - 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.
  - Items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, threaten or to cause bodily harm; and
  - Look-alike weapons.

## **DISCIPLINARY INTERVENTIONS**

When students do not meet the behavioral expectations of Glenbard East High School, specific consequences will result. The consequences will be determined on a case-by-case basis with regards to the type, severity and/or frequency of the offense and are not precedential in nature. Each of the disciplinary actions described below apply whenever a student’s behavior is reasonably related to the school or school-sponsored activities.

### **Behavior Intervention Assignment (B.I.A)**

Students may be assigned a Behavior Intervention Assignment (BIA) for not meeting District 87 and/or Glenbard East High School behavior expectations. The length of the BIA may vary from one class period to three school days. If assigned a full day of BIA, students should report to the Dean’s Office by 7:30am. Otherwise, students should report to the BIA room (Room 350) at the start of their assigned period. During the BIA assignment, students will spend their normal academic time in the BIA room. This includes during special events such as assemblies or pep rallies. This program may also include various components such as completion of homework, social emotional instruction, restitution, and community service. 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 may result in an increased consequence and referral to the Dean's office.

Dean's detentions are from 2:45pm until 3:45pm, Tuesdays thru Thursdays. Detentions may also be assigned before school from 7:00am until 7:25am, or during a student's lunch period. Failure to serve a Dean's detention may result in additional consequences.

### **Extended Detention (Ext. Det.)**

Depending on the disciplinary incident and a Dean's discretion, a student may be assigned to an Extended Detention (Ext. Det.). Extended Detentions are assigned Tuesdays thru Thursdays from approximately 2:45 - 5:45 PM. **Failure to serve an Extended Detention without prior notice may result in additional consequences including but not limited to a Loss of Privileges (LOP) and/or a BIA.**

### **Online Prevention and Intervention Courses**

In some instances, students may be assigned an online intervention and or prevention course to help positively impact behavior.

### **Out-of-School Suspension (OSS)**

Students may be suspended for up to ten days for any activity that constitutes gross disobedience or misconduct. **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. Upon completing an out-of-school suspension, students will participate in a re-entry meeting with members of his/her Student Intervention Team (SIT) prior to returning to classes.

### **Restorative Intervention Assignment (R.I.A)**

In some cases, when a student has had a significant discipline incident, the serving dean may assign a student a Restorative Intervention Assignment (RIA). This program requires that:

- Students are on time for the duration of the program (3pm-7pm)
- Students are only allowed on Glenbard East's property during the assigned RIA time frame (3pm-7pm)
- Students are expected to complete all classroom work
- the administration has the right to deny a student from attending any sports, clubs, or activities on the day of the RIA

### **Student Search and Intervention**

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

### **Social Restriction**

Glenbard East High School offers a wide variety of activities and events throughout the year, including but not limited to dances, senior celebration and graduation exercises. All of these activities and events are privileges that must be earned. In addition, as students advance through Glenbard East they may receive certain additional privileges, including but not limited to off-campus lunch eligibility, parking on campus, and late arrival/early dismissal. Failure to comply with school rules could lead to a student forfeiting these privileges and being assigned consequences when appropriate.

### **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.**

### **Use of Video Cameras on School Buses**

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.



## **Due Process Review**

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

## **ATTENDANCE**

District 87 places an extreme importance on instructional time. Research indicates that student attendance is highly correlated with success in school. Time missed from the classroom, where students and teachers interact can never truly be made up, even by doing “makeup” work. Ensuring regular school attendance requires a cooperative effort by the parent(s) or guardian(s) and school personnel, however only the school has the authority to determine whether an absence is “excused” or “unexcused”. For these reasons certain procedures are established to regulate attendance.

### **Attendance Terms:**

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

### **1. Reporting Absences**

In the event of an absence, the student's parent/guardian must call the 24-hour Attendance Office phone number **(630)627-2595**. Calls must be received by 10:30a.m. on or before the day of the absence, stating the student's name, ID number, relation to the student, and reason for absence. However, school officials have the prerogative to determine whether a student is excused or truant. For unreported absences, the Attendance Office will make a reasonable effort to telephone the parent(s)/guardian(s). An excused absence from school allows the student to receive full credit for missed work. It is the student's responsibility to contact his/her teachers for make-up dates/ deadlines for all assignments and tests missed during excused absences. Parent(s)/ Guardian(s) are responsible for updating home, work and cell phone numbers to the Guidance Office by calling (630) 424-7148. When a parent(s)/guardian(s) is required to be out of town for family or business matters, he or she must notify the Attendance Office prior to leaving town.

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

## **2. Excused Absences**

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

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

### **Mental or Behavioral Health Absences**

Students may be absent from school for up to 5 days each school year for Mental Health reasons and will be coded as MH in PowerSchool. A Mental Health Absence allows the student to be absent from school without providing a doctor's note. If a student has been absent for Mental Health reasons for 2 days, they may be referred to the appropriate Student Service Team Member for follow up.

<https://www.ilga.gov/legislation/102/SB/PDF/10200SB1577lv.pdf>

## **3. Excessive Excused Absences**

Students who are absent without an extreme cause for an excessive number of days within a semester may be required to produce a note from their physician in order to be excused. Students required to produce a doctor's note to excuse absences will be required to do so for the remainder of the school year. Students and parents will be notified through their dean as they approach ten (10) excused absences within a semester/year.

## **4. Prearranged Absences**

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

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

### **Truancy**

All absences not included in the excused absence section will be considered unauthorized/truant. Unauthorized absences/truancy include, but are not limited to:

- a. Babysitting for a younger sibling
- b. Missing the bus/ride
- c. Oversleeping
- d. Staying home to complete assignments

## **Attendance Intervention**

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

- Our student data management system, PowerSchool, will provide daily attendance information for teachers, parents and administrators to view electronically.
- Attendance staff will screen truanancies daily and call home for any student who is three or more periods truant within any given day.
- Whenever a student is truant from a class, the Deans' Office will contact the student to confirm the truancy. Truancies will be documented in PowerSchool and a letter to the student's parent will be generated.
- Truancies (unexcused absence) will result in 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 (5) truancies and five (5) interventions for an individual course, a student may be denied credit for the course. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Excessive excused – See "Excessive Absences"
- Truancy tickets may be issued by the Lombard and/or Glendale Heights Police Department.
- Any student who has chronic attendance issues may be referred to the DuPage County truancy agency.
- Glenbard East does not honor or recognize "Ditch Days."

## **Partial Day Absences (Arriving Late/Leaving Early)**

A student who arrives late to school must report to the Attendance Office. The student must bring a note from his or her parent(s)/guardian(s) stating the reason for late arrival.

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

## **Excessive Absences**

Any student who is absent for more than nine (9) days excused or unexcused in one semester will be considered as having excessive absences. Although college visits are considered excused absences, college visits will be calculated in the student's overall attendance. The school may contact a student and his or her parent(s)/guardian(s) if accumulated absences become excessive.

Participation in school-sponsored activities DOES NOT count against a student's attendance. School-approved activities are defined below.

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

## **Doctor's Note**

\*If a student is excessively absent, a Doctor's Note (licensed M.D.) will be required in order to have the absence excused. The Doctor's Note must be the original and legible on the physician's stationary, signed by the doctor or nurse, and presented to the Attendance Office upon the student's return to school. The note must state the date(s) that the student was "unable to attend school" and the date that the doctor saw the student. Students that are excessively absent during first semester and are on Doctor's Note status will be subject to Doctor's Note Only intervention during second semester.

## **School-Approved Activities\***

Field trips

College visits

Observance of a religious holiday

Guidance Appointments

Administrative reasons

\*Students will be granted an opportunity to make-up credit missed during school-approved activities.

## **Multiple & Prolonged Absences**

Parents should call attendance each day of a multiple day absence. For prolonged absences, due to illness, or emergencies, special arrangements may be made with the Attendance Office not to call in each day. If a student is able to do homework, arrangements should also be made through the Attendance Office to obtain assignments following the 3rd day of absence. The Attendance Office will request assignments from teachers for the absent student at this time. Material is to be picked up at the Attendance Office.

## **Participation in School Activities on the Day of an Absence**

In order to participate in any school activity, practice, rehearsal, or performance, etc. outside of regular school hours, a student must be in attendance on the day of the activity. If the absence is due to unusual circumstances, he/she may request to participate by making arrangements with the Assistant Principal for Student Services.

## **Make-Up Work**

Students are responsible for make-up work following an absence. It is the student's responsibility (1) to contact the teacher about make-up assignments and (2) to return the make-up assignments to the teacher at the designated time. In general, make-up work should be completed within the same number of days the student was absent. The teacher may grant an extension.

## **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 show their ID and receive a tardy pass. Students are not to be in the halls without a pass during class periods. Students who arrive at school late shall report directly to the Attendance Office. Tardiness is unacceptable behavior and will be treated as such. Discipline interventions will be assigned for tardiness and a parent conference may be requested. Tardies will be tracked cumulatively. Students need to serve their consequence "on or by" the date listed on the generated ticket. All tardies to school will be unauthorized with the exception of those involving serious problems. Oversleeping, family errands, babysitting, missing the bus and car trouble are not considered acceptable as AUTHORIZED reasons for being tardy to school. These tardies are still UNAUTHORIZED even if the parents call to verify tardiness. HERO (tardy pass system) will be reset after each quarter.

Below are the consequences for tardy violations:

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

### **Leaving Campus**

Leaving campus during the school day is permitted only with the permission of the Assistant Principal, Nurse, Dean, or Attendance Office. Off campus privileges or “open lunch” is only available to juniors and seniors who were granted permission. All students must leave from Door #1. Under no circumstances should a student leave campus without permission of the Assistant Principal, Nurse, Dean or Attendance Office. This includes students arriving at school in the morning via the bus. Such a violation of regulations constitutes truancy and will result in a school disciplinary intervention.

## **EXTRA-CURRICULARS**

### **Clubs and Activities**

**Philosophy:** Glenbard East 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.

### **Athletics**

**Philosophy:** We believe and are committed to the idea that interscholastic athletic competition is an important part of the school curriculum and play a vital role in the development of young men and women. We believe that participation in athletics is an educational experience beneficial to all because it 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 completion, 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.

**Participation Fee:** Each student-athlete must pay a fee of \$150.00. 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.

### **District 87 Extra Curricular Code**

Students involved in extracurricular activities (Student Activities and sports) 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 (All year round).

## **PARENT ORGANIZATIONS**

### **Music Boosters**

The primary objective of the Glenbard East Music Boosters Association is to aid and encourage the musical progress of the members of all band, orchestra, and choral groups in the Glenbard East High School. All parents or guardians of Glenbard East band, orchestra, or choral students are members. Any other interested persons may become associate members without voting privileges. For membership contact the Glenbard East Music Department.

### **Athletic Boosters**

The Athletic Booster organization is a voluntary group of adults whose purpose is to assist in creating, stimulating and maintaining interest in athletics at Glenbard East High School. Refer to Board Policy 8:90 for more information on Booster Organizations. Please contact the Athletic Department for information regarding yearly membership.

## **ACADEMIC INFORMATION**

We encourage families and students to review Glenbard High School District 87 policies found on our website. Please take the time to review all policies.

### **Glenbard High School District 87 Policy Manual**

Policies listed below reflect information families and students should be aware of, specific to the following categories:

#### **Academics and Grading**

6:280 Grading and Promotion

6:280-AP1 Assignments of Grades and Credit

6:280-AP 2 Administrative Procedure – Weighting of Grades

6:280-AP 3 Administrative Procedure – Grading System

6:280-AP 4 Administrative Procedure – Monitoring Student Progress

6:280-AP 5 Administrative Procedure – Mandatory Final Evaluation or Formal Evaluation

6:280-AP 6 Administrative Procedure – Audit Course

6:330 Achievement and Awards

7:215-AP1 Administrative Procedure – Academic Honesty

#### **Attendance, Student Expectations and Privacy**

Policy 7:70 Attendance and Truancy

Policy 7:240 Extracurricular Code for Participants in Extracurricular Activities

Exhibit 7:240-E1 Glenbard High School District 87 Extracurricular Code

Policy 7:300 Extracurricular Athletics

Policy 2:260 Uniform Grievance Procedure

Administrative Procedure 4:110-AP1 Transportation Procedures

Administrative Exhibit 9:010-E1 Acceptable Use of Technology Policy (AUP)

Authorization Forms

Administrative Exhibit 9:010-E2 Exhibit: Glenbard District 87 Technology Rental & Security Agreement

Policy 6:240 Sponsored and Non-sponsored Field Trips and Educational Tours

Administrative Procedure 6:240-AP1 Student Field Trips

Administrative Procedure 6:240-AP2 Educational Tours

Policy 7:10 Equal Educational Opportunities

Policy 7:15 Student and Family Privacy Rights

Policy 7:20 Harassment of Students Prohibited

7:140 Search and Seizure

Administrative Procedure 7:140-AP3 Use of Canine Search Units for Building, Grounds, Lockers, and/or Automobiles

Policy 7:160 Student Appearance

Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Policy 7:185 Teen Dating Violence Prohibited

Policy 7:190 Student Behavior

Procedure 7:190-AP1 Student Handbook – Hazing Prohibited

Policy 7:220 Bus Conduct

Administrative Procedure 7:220-AP1 Electronic Recordings on School Buses

Policy 7:335 Using a Photograph or Videotape of a Student

Policy 7:340 Student Records

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

### **Health & Wellness**

Policy 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students Policy  
Policy 7:270 Administering Medicines To Students  
Exhibit 7:270-E1 School Medication Authorization Form  
Policy 7:285 Allergy Policy

### **Employee code of professional conduct policy**

Policy 5:120 - <https://boardpolicyonline.com/?b=glenbard> 87&s=271133

## **DISCLAIMER**

***This version of the student handbook contains policies, procedures, and exhibits already in place at the time of publication. These are subject to change or to be eliminated as a result of actions taken by the State, federal government, or the School Board. A complete set of current policies is located on the District 87 website. See the Transparency page.***

### **Students with Disabilities**

Students with disabilities who do not qualify for an individualized education program(IEP) pursuant to the federal *Individuals with Disabilities Education Improvement Act* (IDEA) and implementing provisions of the *Illinois School Code* may qualify for services under Section 504 of the federal *Rehabilitation Act of 1973*. A student may qualify for a Section 504 Plan if the student: (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Section 504 contains a broader definition of a disability than the IDEA, so a student who does not qualify for an IEP might still be able to receive accommodations and related services under a Section 504 Plan. For more information regarding the identification, assessment and placement of students, please contact [name] [title] [location] [phone number] [email].

### **New School Code language [105 ILCS 5/14-6.01]:**

Beginning with the 2019-2020 school year, a school board shall post on its Internet website, if any, and incorporate into its student handbook or newsletter notice that students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Such notice shall identify the location and phone number of the office or agent of the school district to whom inquiries should be directed regarding the identification, assessment and placement of such children.



## 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/guardians 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/guardians and administrators to view electronically.
- Attendance staff will screen trancies daily and call home for any student who is three or more periods truant within any given day.
- Whenever a student is truant from a class, the 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/guardian 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 truancies and five interventions for an individual course, a student may be denied credit for the course. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Excessive excused 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 may be referred to the DuPage County Truancy agency, Truancy Intervention Program.

## **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.

**GLENBARD HIGH SCHOOL DISTRICT 87  
EXTRACURRICULAR CODE AGREEMENT**

Student's Name: \_\_\_\_\_  
(PRINT)

**STUDENT**

My signature below indicates that I have read, understand, and agree to abide by the information in the Glenbard High School District 87 Extracurricular Code. I also understand that the Glenbard High School District 87 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.

**FALL**

\_\_\_\_\_  
(SIGNATURE) (DATE)

\_\_\_\_\_  
(SPORT/ACTIVITY) (LEVEL)

**WINTER**

\_\_\_\_\_  
(SIGNATURE) (DATE)

\_\_\_\_\_  
(SPORT/ACTIVITY) (LEVEL)

**SPRING**

\_\_\_\_\_  
(SIGNATURE) (DATE)

\_\_\_\_\_  
(SPORT/ACTIVITY) (LEVEL)

**PARENT**

I have read and understand the attached Glenbard High School District 87 Extracurricular Code regarding our student's participation in interscholastic athletics or extracurricular programs at Glenbard High School District 87, and agree to assist him/her in abiding by these rules, standards, and philosophies.

\_\_\_\_\_  
(SIGNATURE) (DATE)

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

Thank you for working together with us in our efforts to make the  
Glenbard High School District 87 program(s) successful, educational and enjoyable.

## 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](http://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: \_\_\_\_\_  
(Student Signature) (Date) (Sport/Level)

Winter: \_\_\_\_\_  
(Student Signature) (Date) (Sport/Level)

Spring: \_\_\_\_\_  
(Student Signature) (Date) (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](http://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.

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(PLEASE PRINT – Parent/Guardian Name)      (Date)      (Parent/Guardian Signature)

**Key Provisions Regarding IHSA Rules can be found on under Resources/Download Center on the IHSA website or by utilizing the following URL in the event you have difficulty viewing the following pages;**

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



## **Illinois High School Association**

**(For 2023-24 School Term)**

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

### **Key Provisions Regarding IHSA Rules Eligibility Rules**

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

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

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](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
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are 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.

## Athletic Eligibility Rules

- 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.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

### 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 regarding 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 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 kid's 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:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.

2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

## 10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a

sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center 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.

## 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:**

<https://www.ihsa.org/documents/forms/current/Request%20for%20Accommodation%20Form.pdf>

## ILLINOIS STATE SEAL OF BILITERACY PROGRAM

Glenbard Township High School District 87 participates in the Illinois State Seal of Biliteracy program. The program recognizes high school graduates who have attained a high level of proficiency in one or more languages 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. By law, Illinois public universities must grant college credit for students who have earned the 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.

Please contact the Program Coordinator, Mike Fumagalli at [michael\\_fumagalli@glenbard.org](mailto:michael_fumagalli@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, Assistant Superintendent for Student Services**  
**(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.**

## **TECHNOLOGY**

### **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.

## **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.**

## **Domestic Violence Hotline Information**

### **Victims of Sexual Assault Advocacy**

<https://ywcachicago.org/advancing-healing-safety-and-belonging>

[https://www.dupagecounty.gov/elected\\_officials/state\\_s\\_attorney/victims\\_and\\_witnesses/victim\\_services.php](https://www.dupagecounty.gov/elected_officials/state_s_attorney/victims_and_witnesses/victim_services.php)

### **Therapy/Counseling for Victims of Sexual Assault**

YWCA Sexual Violence and Support Services

2055 Army Trail Road, Suite 140

Addison, IL 60101

630-790-6600 X 2479

<https://211dupage.gov/index.php/component/cpx/?task=resource.view&id=1315238>

<http://www.icasa.org/>

<https://www.dupagesheriff.org/VictimServices>

### **Education for Adults/Community (Warning Signs of Victims of Sexual Assault)**

<https://ywcachicago.org/advancing-healing-safety-and-belonging>

### **Hotline Numbers**

The National Domestic Violence Hotline: 1-800-799-SAFE (24/7-many languages)

The National Sexual Assault Hotline: 1-800-656-HOPE (24/7-Free and confidential)