



**2023-2024  
CASTLE KEYS  
GLENBARD WEST HIGH SCHOOL**

Glenbard West High School  
670 Crescent Blvd.  
Glen Ellyn, IL 60137  
Telephone (630) 469-8600  
Fax (630) 469-8615  
[www.glenbardwesths.org](http://www.glenbardwesths.org)

Glenbard District Office  
596 Crescent Blvd.  
Glen Ellyn, IL 60137  
Telephone (630) 469-9100  
Fax (630) 469-9107  
[www.glenbard87.org](http://www.glenbard87.org)

**SCHOOL ADMINISTRATION**

Mr. Ben Peterselli  
Mr. Peter Baker  
Ms. Stacy Scumaci  
Ms. Sara Kush  
Mr. Joe Kain  
Mr. Nicholas Bilone  
Ms. Lillie Blackmon  
TBD

Principal  
Assistant Principal, Student Services  
Assistant Principal, Operations  
Assistant Principal, Instruction  
Assistant Principal, Athletics Dean  
of Students  
Dean of Students  
Dean of Students

**BOARD OF EDUCATION**

Ms. Margaret DeLaRosa, President  
Mr. Robert Friend, Vice President  
Mr. Kermit Eby, Parliamentarian  
Ms. Hetal Lee, Board Member  
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Ms. Martha Mueller, Board Member  
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**Dr. David Larson, Superintendent**

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Dear Students and Families,

I'm thrilled to welcome you to the 2023-24 school year at Glenbard West and to present you with an updated Castle Keys, once again prepared in a digital format and complete with links to important documents and websites. The Castle Keys represents a one-stop-shop for information about Glenbard West's policies, procedures, and resources. While all of this information is pertinent and important, I encourage students and families to pay special attention to the "Whom to See for What" guide (page 9), our Academic Assistance for students (page 14), Student Guidelines for Technology (page 17), and School Safety information (page 18).

Starting on page 24, you will find information on Athletics and Activities. At Glenbard West, we believe that involvement in a club, activity, or sport offers students an opportunity to pursue a passion, develop relationships, commit to something larger than oneself, and feel a stronger connection to the school. To see our current list of clubs, please check out page 26.

There are also several opportunities for our parents and guardians to get involved in the school community—including West Nation, Boosters, Friends for Forensics, and the Association for Music Parents. Membership information and meeting schedules can be found starting on page 27.

One of our ultimate goals at Glenbard West is to create an environment where our students develop the skills and habits of self-empowerment. Part of this competency is the ability to know and use the resources at one's disposal to advocate for oneself. The Castle Keys is one such resource, and in many ways acts as a potential blueprint for success. I wish each and every one of our students the very best in the 2023-24 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "BPeterselli", followed by a long horizontal line.

Ben Peterselli  
Principal



## **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 considers the 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 conversation 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 own thinking, reasoning, and beliefs

### Embraces Diversity

- Intentionally develops and shares identities and intersectionality of self
- Respects diverse backgrounds and seeks 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 the 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 toward 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

## PBIS (West Way) and SEL at Glenbard West High School

PBIS (West Way) is a proactive approach to enhance school safety and foster a culture of positive behavior. The core philosophy of PBIS revolves around prevention rather than punishment. It emphasizes the importance of equipping students with strategies for positive behavior, akin to teaching subjects such as reading or math. By establishing unambiguous expectations and imparting instruction on positive conduct, we contribute to cultivating a secure environment that allows uninterrupted teaching and learning.

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..



The West Way Matrix is an example of how West communicates clear expectations and teaches students what positive behavior looks like in a variety of settings within the school.



BE SUCCESSFUL • • • BE INVOLVED • • • BE RESPECTFUL	<i>The West Way</i>	Be Successful	Be Involved	Be Respectful
	In the Hallways	<ul style="list-style-type: none"> <li>• Get your gear</li> <li>• Arrive in five</li> </ul>	<ul style="list-style-type: none"> <li>• Stay informed</li> <li>• Smile and say hello</li> <li>• Look up from your phone</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your interactions positive</li> <li>• Appreciate the work for peers</li> </ul>
	In the Classrooms/Labs	<ul style="list-style-type: none"> <li>• Produce your best work on time</li> <li>• Follow directions</li> <li>• Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate</li> <li>• Stay focused</li> <li>• Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain academic honesty</li> <li>• Ask permission to use materials</li> </ul>
	In the Cafeteria	<ul style="list-style-type: none"> <li>• Make healthy choices</li> <li>• Use extra time for academics</li> </ul>	<ul style="list-style-type: none"> <li>• Recycle</li> <li>• Include others</li> <li>• Meet new people</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite to others</li> <li>• Maintain a clean environment</li> </ul>
	In Biester	<ul style="list-style-type: none"> <li>• Lock your locker</li> <li>• Play by the rules</li> <li>• Show self-control</li> </ul>	<ul style="list-style-type: none"> <li>• Dress for PE</li> <li>• Participate</li> <li>• Have fun</li> </ul>	<ul style="list-style-type: none"> <li>• Keep electronics in locker</li> <li>• Wash your uniform</li> <li>• Maintain personal space</li> <li>• Show good sportsmanship</li> </ul>
	With Technology	<ul style="list-style-type: none"> <li>• Come to class with device charged, muted, and ready for class</li> <li>• Treat device with care</li> </ul>	<ul style="list-style-type: none"> <li>• Know when to unplug and connect with people</li> <li>• Assist others with less skill</li> </ul>	<ul style="list-style-type: none"> <li>• Follow individual teachers' rules regarding technology</li> <li>• Only use cameras when directed by teachers</li> </ul>
	In All Areas	<ul style="list-style-type: none"> <li>• Use appropriate language and volume</li> <li>• Attend school regularly</li> <li>• Carry your school ID</li> <li>• Dress for success</li> <li>• Treat others as you would like to be treated</li> <li>• Respect the differences of others</li> </ul>		

CONTINUING A TRADITION OF PRIDE AND EXCELLENCE



## STUDENT COUNCIL

Hilltoppers,

As a new chapter begins in the history of Glenbard West - the start to another great century! New Principal and Staff. New Memorial Field Turf. New Auditorium. New Fieldhouse Floor. New Schedule. With many changes, also will come new energy to the building, a new life to the spirit of the school, a fresh beginning to the future of Glenbard West, allowing for growth in all aspects of the academic, activity, and athletic careers of students. "The most difficult thing is the decision to act, the rest is merely tenacity" (Amelia Earhart). When applying this quote to the life of a student it is important to always push yourself. In my opinion, the only way to truly get the most of a class, club or sport, is to fully embrace it. This could be attending every meeting, participating in events, or exploring leadership opportunities. No matter what the choice is, the most important component is to not let others influence the decision and embrace your interests.

Reflecting upon my time at Glenbard West, the years have passed by in a flash. I encourage all students to participate in any and all activities and make the most of their time at West. Challenge yourself to embrace the unknown, and step out of your comfort zone. Explore different events at Glenbard West - walk through the garden by the bell, attend a concert, sit with somebody new, attend a baseball game, take a walk around the lake and view the castle on the hill! As the new year approaches, I will be working hard to make sure student voices will be heard. I will always be working to improve the school and the time students spend at school. Please feel free to reach out at any point during the year with questions or suggestions. Let's make it a great year and GO WEST!

Your President,  
Jack Humble

### Glenbard West Student Council Executive Board 2023-2024

<i><b>Position</b></i>	<i><b>Student</b></i>
President (Pres)	Jack Humble
Vice President (VP)	Simone Annan
Special Events Coordinators (SE)	Ava Dunham Amy Tran
Publicity (PB)	Gabby Knapp
Recording Secretary (RS)	Julia Bollman
Leadership (LD)	Marissa Mehta Ayushi Patel
Community Service (COM)	Lily Kalivas Audrey Sawyer

## **DEPARTMENT CHAIRS**

Family Consumer Sciences/Business	Ms. Abigail Skidmore
English	Ms. Kim Gwizdala
Fine Arts (Art, Music, Speech)	Mr. Jonathan Walsh
School Counseling	Mr. Jeremiah Wiencek
Mathematic	Ms. Melissa Williams
Physical Education/Health/Driver Education	Mr. John Sigmund
Science/Industrial Technology	Mr. John Metzler
Social Studies	Ms. Kristin Brandt
Special Education	Ms. Jess Uhl
World Languages	Ms. Lisa Alajoki

## **WHOM TO SEE FOR WHAT**

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

Academic Problems	School Counseling
Advanced Placement	Ms. Kush
Attendance Problems	Dean's Office/Attendance Office
Bus Information and Problems	Ms. Scumaci
Cafeteria Prepayment (Lunch Card)	Cafeteria
Club Information	Mr. Baker
College Help	School Counseling Office
Driver Education Information	Mr. Sigmund
Financial Assistance	Student Services
G.E.D. Test Information	School Counseling Office
Guest Pass for Social Events	Dean's Office
iPad issues/Assistance	iPad Help Center
Locker Information	Dean's Office
Lost and Found (except electronics)	Security Desk
Lost Electronics	Dean's Office
Medical Problems	Nurse's Office
School Links	School Counseling Office
Pay for Lost Books	Library
Parking (Off-Campus)	Officer Booton & Officer Jimenez
Physical/P. E. Excuses	Nurse's Office
Police Liaison Officer	Officer Booton
Police Liaison Officer	Officer Jimenez
Replacement of I. D. Card	Library
School Fees	Mr. Baker
Sexual Harassment	Mr. Baker
Social and Emotional Support	Student Services
Sports Information	Mr. Kain
Student Rights/Freedoms	Mr. Baker
Summer School	TBD
Theft	Dean's Office/Police Liaison
Title IX	Principal/Dean's Office
Transcripts	Registrar/School Counseling Office
Vehicle Registration	Dean's Office
Visitor's Pass	Security Desk
Fee waiver/Free Lunch Program	Mr. Baker
Work Permit	School Counseling Office

## BUILDING GUIDE

### [LINK to Building Map](#)

Glenbard West consists of five floors and a tower. Departmental classrooms and special rooms are located as follows:

**100 Level-** Art classrooms, Instrumental Music classrooms, Social Studies classrooms, and World Languages classrooms.

**200 Level** –Cafeteria, Choral Music, Family & Consumer Science Education, iPad Help Center, Mathematics office/classrooms, Science Classrooms/Labs, Social Studies office/classrooms, Special Education office/classrooms, Student Services/Activities Office, Classrooms.

**300 Level** –Administration Offices, Attendance Office/Dean's Office, Auditorium, Black Box Theater, Business Education office/classroom, Elliott Library/World Language Lab, English classrooms, Health Center/Nurse, Media/Radio/TV Studio, MURC, Police Liaison Officers, School Counselors Office, Science classrooms, Social Studies classrooms, Special Education and World Languages office/classrooms.

**400 Level** – Auditorium Balcony, Test Center, English office/classrooms, Health office/classrooms, Math classrooms, Science office/classrooms, ELL Office, Driver Education

**500 Level** – Art classrooms

**600 Tower-** English classroom

#### **Lockers are located as follows:**

Locker #2000 - 2999	200 level
Locker #SC201 - SC222	200 level Science Wing
Locker #SS201 - SS215	200 level Student Services Area
Locker #3000 - 3999	300 level
Locker #SC301 - SC322	300 level Science Wing
Locker #4000 - 4999	400 level

## GENERAL INFORMATION

### Activity Pass

Included in the registration fee the Student ID serves as a free pass for admittance to all home athletic contests. This does not include admission to musicals, plays, and regional or sectional athletic contests and special tournaments.

### Administrative Implementation

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

### 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 **November 15, 2023 or March 15, 2024 2<sup>nd</sup> 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 building API.

### Bell Schedules

Click [HERE](#) to view the bell schedules most commonly used.

### Bulletins

**The West Wind will be aired during the Glenbard Hour.** The West Wind will additionally be placed on Schoology for West Staff and West Students, along with the school website, and TV monitors each day by 2:30 p.m. Announcements are due via the Google Form by 12:00 p.m. each day. ***The sponsor or teacher responsible must submit the announcement.***

Use of bulletin boards and display cases space must be arranged through Mr. Baker, Assistant Principal for Student Services.

### Cafeteria

Glenbard West is pleased to partner with OrganicLife as our new food service provider. Information regarding OrganicLife, menu offerings, and nutrition/allergen information will be available on your high school's website. In order to promote cleanliness and efficient food service, students are expected to be courteous to staff and students while observing the following rules:

1. PICK UP ALL LITTER AFTER EATING AND DISPOSE OF PROPERLY.
2. Students will only be permitted to enter and leave the cafeteria at the start, midpoint, and end of periods four, five, six, and seven.
3. Because of classes in session, students from the cafeteria may use only the washrooms located at the East end of the 200 floor.
4. Students must arrive at lunch on time.

### Cafeteria Prepayment

Notice of Procedures – The food services department uses a computerized point of sale program, which enables parents to prepay for meals. To set up a prepay plan please visit [www.pushcoin.com](http://www.pushcoin.com) to sign up for the prepayment option with their easy-to-use system.

When purchasing items, 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 allow negative balances. Students are also allowed to make daily purchases with a credit/debit card or cash. 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 refund will be issued. Students should spend balances of less than \$10.00 since no refund will be issued for this amount.

### Dress Code

Glenbard West 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 as defined in the prohibited behaviors section. Students are encouraged to dress in a manner that reflects their individuality and self-expression, but which is also appropriate in an educational setting. Students may wear: • **Hats** facing straight forward or straight backward. Hats must allow the face and eyes to be visible to staff, and not interfere with the line of sight of any student or staff. • **Religious Headwear** including but not limited to headscarves and bandanas • **Hoodie sweatshirts** (wearing the hood overhead is allowed, but the face must be visible to the school staff)

### **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](#)).

### **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 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. The Glenbard Hour shall consist of two components: Advisory and Support Days. **ADVISORY** 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 Glenbard Hour for both Advisory and Support Days. Staff members will take attendance during these periods.**

### **Insurance**

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

### **iPad Help Center**

The office is open from 7:15 AM to 3:00 PM daily. A technology expert will be available during the school day to assist in iPad technology questions not answered by teachers. Replacement parts (cords, chargers, keyboards, etc...) will be available at the Help Center.

### **Lockers**

Students will be assigned a corridor locker by the Dean's Office. Gym lockers will be assigned by the physical education teachers and athletic lockers will be assigned by the coaches. Hall lockers have built-in locks. Physical Education students, athletes, and band members will purchase the high-security combination lock for their use in those areas.

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

Students will not write on, deface or vandalize their locker in any way. Furthermore, students may not share individual lockers or their combinations with other students. At the end of the year, lockers will be inspected; students with lockers that have been written on or require extra cleaning will be assessed a \$25.00 charge. If a locker does not work properly, the students should

report this to the Dean of Students or Assistant Principal for Operations. The Assistant Principal for Student Services, Deans, and other designated officials 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.

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

### **Lost & Found**

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

### **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.

### **Prayer (See Board Policy [6:255](#) 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.

### **Selective Service Registration**

Law requires male students who are about to turn 18, to register with the Selective Service System. Registration is a requirement for application with FAFSA and federal student loans, job training benefits, and federal employment. Students may register online at their website, [www.sss.gov](http://www.sss.gov), or at their local post office. Students must register within 30 days before or after their birthday.

### **Student Drop Off**

Students need to be dropped off in the designated areas - Crescent Blvd. and the private Drive in the rear of the building. **Students may not be dropped off on Ellyn Lane.**

### **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 print form. Unless parents or guardians request 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 class projects highlighted in digital or 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 non-resident during the school term may continue to attend tuition-free until the end of the regular school term in May.

Generally, only students who live in the school district with their custodial parent or guardian will be regarded as residents. We verify the residency of all students each year prior to registration, using a third-party firm that provides us with current address information that allows us to verify families' address information electronically. Families whose residency is verified electronically do not need to submit paperwork to certify that they live within Glenbard District 87's boundaries. If we are unable to electronically verify a family's residency, we will notify the family in writing and request residency verification documentation. Students who are determined not to be residents may be denied enrollment or dis-enrolled and subject to payment of tuition. *Anyone who misrepresents facts in relation to the residency of a student may be subject to criminal and civil legal proceedings.*

### **Study Halls**

Students assigned to a study hall are expected to bring materials necessary to spend the period working quietly. They may work on assignments or read books, magazines, or other publications. Truancy from study halls will result in Dean's consequences which range from detentions to suspensions. Students may use the resource centers, computer labs, and/or the library media department. Students must first report to the study hall and may leave to these locations on passes. Failing to follow the sign-in procedures will result in Dean's consequences which range from detentions to suspensions.

### **Work Permits**

Work permits for students under the age of 16 may be secured in the School Counseling Office. A form is to be picked up and filled out by parent/family and returned to the School Counseling office. Here is a [LINK](#) with detailed information on the steps and documentation needed for a Work Permit.

### **ACADEMIC ASSISTANCE AT WEST**

Most academic assistance for students is provided by class instructors or individual school counselors. When students continue to struggle, Glenbard West will provide additional assistance designed to facilitate academic achievement.

### **Glenbard Hour Support Days**

Glenbard Hour is a twice-a-week, forty minute block of time built into the schedule. Support days make up two-thirds of our Glenbard Hour 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.

### **AP Cafe**

The AP Resource Center is open to all AP students. Students are invited here to study and do homework (individually or in groups), get paired with a tutor, talk to the coordinator about study skills, and have a cup or two of coffee or tea on us! Located on the 4th floor bridge and is open during lunch periods.

### **Lunch Intervention**

During lunch periods, Glenbard West will provide academic support available to students who may be struggling in class. Students may be assigned to the multidisciplinary intervention room during their lunch periods. Students that are assigned to the lunch intervention room must attend as attendance will be required.

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

Success Through Reaching Individual Expectations is an after-school program designed to provide a structured environment where students can complete homework assignments, write papers, study for tests, and receive academic support as needed. The mission of STRIVE is to improve academic achievement for students who are failing or in danger of failing courses. STRIVE is open to all students and is located on the 4th floor bridge. Students should see their school counselor for more information.

### **Write Place**

The Write Place's mission is to promote collaborative student learning by supporting writing across all the school curriculum. Student tutors will aid the students throughout the writing process and help them reach their writing goals. Tutors offer questions in place of corrections, support instead of criticism, and understanding rather than evaluation. The Write Place is open during lunch periods in room 400.



## SCHOOL COUNSELING SERVICES

**Mission -The mission of the Glenbard West School Counseling Department is to provide a safe and caring environment to guide, support, and empower all students in academic, college, career, and social-emotional development.**

The Glenbard West School Counseling program is based on the American School Counseling Association National Model, designed to maximize all efforts to contribute to student success academically, post-secondarily, and socially-emotionally. Counselors assist students in a continuous evaluation of present and future plans and goals, emphasizing the student's role and responsibility in making choices. Parents are encouraged to enter into the planning process. Students and parents may expect counselors to be available for consultation on:

1. Orientation to school.
2. Testing information and interpretation.
3. The selection of high school courses best suited to the student's abilities, career pathway, and future postsecondary plans.
4. Assistance on personal and social issues that are impeding the student's educational progress such as personal problems, peer group relationships, and/or family relationships.
5. College research and career planning resources.
6. The development of post-secondary plans, including information about college admissions requirements, military careers, technical schools, and financial aid.
7. Referral to agencies outside of school.
8. Professional staffing regarding the student. Counselors are expected to communicate with the student's parents as needed, as well as with teachers and/or other staff for the benefit of the students.

### Counselors

Counselors are assigned to a certain alphabetical grouping of the student body. The students' counselor assignments are printed on their schedules and are listed in PowerSchool.

## 2023-2024 Counselor Assignments



## STUDENT GRADES/PERFORMANCE

Your student's progress can be reviewed online through PowerSchool. Grades are posted by your student's teacher for homework, quizzes, tests, etc. Quarter grades have been eliminated and replaced with an electronic progress report issued quarterly. A semester grade shall be issued at the end of each semester and entered in the student's permanent record. 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 Counseling Office for assistance.

## HEALTH CENTER

A registered nurse is available in the Health Center throughout the school day. A student who needs to see the nurse during the day must obtain a pass from his/her teacher before going to the Health Center unless an emergency situation exists. The parent/guardian designated in PowerSchool will be notified when a student is to be excused from school after assessment by the school nurse. **See also Policy 7:100 Health Examinations, Immunizations, and Exclusion of Students, Policy 7:285 Allergy, and Policy 7:7270 Administering Medicines to Students.**

### Physical Education Medicals

1. P. E. Medicals will be issued by the nurse upon request from a licensed medical physician only (notes will not be accepted from chiropractors, physical therapists etc.)
2. Students with a medical note will be assigned to a study hall or as class observation status. All students who are able to walk without the use of crutches will observe PE class (with the exception of those diagnosed with a concussion). 0 hour PE students are required to attend and observe.
3. Students are expected to check with PE teachers for directives regarding PE medical assignments found in Schoology, GW Students Group, Resources, PE Med Folder.
4. If there is no end date on the medical note, the student must present another note within 1 month from the date of the initial note, and every month thereafter until cleared by the physician.



5. If a student was seen in Immediate Care or Emergency room and referred to another doctor, student has 2 weeks time to either present a follow up doctor's note or appointment card.
6. Students will be permitted to return to PE participation and school sponsored sports only when the student presents medical clearance from the licensed physician. Concussed students must complete Return to Play Protocols prior to returning to PE and sports.
7. Parent excuses are acceptable up to three (3) days per semester.
8. Physicians may FAX the medical excuse to the school nurse at 630-942-7559.
9. Students who are not participating in PE class due to injury may not participate in a Glenbard West sport while they are injured.

## **LIBRARY MEDIA DEPARTMENT**

### **Library**

#### **Elliott Library and Media Department**

The goal of the Elliott Library is to teach students to be independent lifelong seekers of knowledge who are capable of retrieving and critically evaluating information. The library is open on school days from 7:00 AM to 3:30 PM to allow students access for 1-1/2 hours in addition to the regular school day. The library media collection contains over **21,000** books, magazines, audiobooks, DVDs, and other materials. All materials are housed in the Elliott Library. The library is equipped with an electronic catalog and workstations which allow students access to the Internet as well as a variety of online sources of information. Students need their current ID cards to check out materials. The Media Production Lab and the MURC (Rm. 303) provide students with multimedia project support through Internet access, online sources, video editing equipment, and graphics software and materials.

#### **Student Attendance from Study Hall or Lunch**

1. The decision to use the library during an assigned study hall or lunch period rests with the student. All students must attend study hall prior to being released to the library. Students must have a hall pass and should be prepared to show current identification when requested to do so.
2. The study hall student must remain in the library for the entire period. Study hall students, who need to see a counselor, make up a test, etc., should not go to the library but should report instead to the study hall.
3. Students from lunch may use the library either for the entire period or enter or exit at the half bell.
4. At times space may be limited in the library. When this occurs, admittance may be restricted to only those students who need to use library materials during the period.

#### **Student Responsibilities**

1. When using the library, students are expected to conduct themselves in a manner consistent with the guidelines described in "Conduct and Discipline."
2. Designated quiet study areas and group work areas should be respected.
3. Students are expected to use their time productively. This may include homework, reading, or using library media materials.

## **TECHNOLOGY**

#### **Schoology**

Schoology is an online learning, classroom management, and social networking platform intended to improve learning through better communication, collaboration, and increased access to the curriculum and supplemental content. Glenbard West 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.

#### **Glenbard West Computer Labs**

The computer labs of Glenbard West High School are located in rooms 105 (Photo Lab), 303 (MURC), 320, 500, the Music Lab, and the Library Media Department. Technology user guidelines and rules cover all computer labs and any other student-use computer at Glenbard West.

1. The Business Labs (rooms 319 and 320), the Art Lab, and the Music Lab are supervised by teachers in these departments.

2. The Library, and the MURC Lab are located on the third floor and are supervised by certified staff. Hours 7:00 AM to 3:30 PM unless otherwise noted.

### **Glenbard West Computer Lab Rules**

1. No food or drink allowed in any lab.
2. Students who are absent, excused or unexcused, from school may not spend time in any lab.
3. When space is limited, students working on school-related assignments or projects have first priority.
4. Only approved educational games may be accessed in the labs.

### **Student Guidelines**

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

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

### **Supervision Software**

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

### **Technology**

When a policy has been broken, the supervising staff member will:

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

### **Electronic Devices (District issued or Personal)**

Technology offers vast, diverse, and unique resources to both students and staff members of Glenbard District 87. The district's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Please refer to Board Policy 9:010 E1 and 7:190 for the complete District Policy.

1. Purpose: The Glenbard District 87 technology resources are provided to users in order to assist them in achieving the educational goals and objectives of the district. Resources are to be used for academic and administrative purposes. They are not intended for non-academic and non-administrative use including, but not limited to, illegal, commercial, political, religious, or entertainment purposes.
2. Acceptable use of technology includes, but is not limited to:
  - a. Accessing authorized data or files that are relevant to the classroom and done under the guidance of a teacher.
  - b. Working on an assignment for a class.
  - c. Maintaining discussion with a classmate about a topic in the course using an approved discussion tool.

- d. Listening to an educational podcast or viewing an educational video. TED talks and Khan Academy videos are examples of appropriate sites. (Remember to use your headphones.)
  - e. Creating an interactive assignment through technology.
  - f. Organizing your life by reviewing/updating your calendar, to-do list, or address book.
3. Unacceptable use of technology includes, but is not limited to:
- a. Participating in any activity which is in violation of federal or state law or Glenbard District 87 Board Policy.
  - b. Participating in the acquisition, creation, or distribution of materials that 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.
  - c. Using the device in locker rooms, bathrooms, and other areas where there is an expectation of privacy.
  - d. Using the device during instruction and assessments, unless otherwise directed by a teacher.
  - e. Capturing and transmitting images, videos, or other recordings without the consent of the people in the recording.

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

All incoming freshmen and transfer students will receive an iPad to manage coursework. Glenbard will ship your iPad and training information to your residence after you have registered, paid your fees and/or signed up for a payment plan.

If students encounter a problem with their District-leased iPad, they should report to the iPad Help Center (Room 202) or contact the technical support help desk at 630-942-7777. 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.

## **SCHOOL SAFETY**

### **Bus Evacuation Drills**

Students are required to participate in two annual bus company drills. Specific instructions on emergency drills will be provided by teachers during the start of school.

### **Campus Boundaries**

For purposes of disciplinary action the Glenbard West Campus is defined as: Lake Ellyn Park, Memorial Park, and Crescent Boulevard from Lake Road to Park Boulevard, Ellyn Avenue and Hawthorne Avenue. Ellyn Avenue to Lenox Road has been designated as part of the Glenbard West campus for purposes of enforcement of student disciplinary rules. Students in these extended campus areas will not be supervised unless they are engaged in a school-sponsored activity, but inspection and observation of these areas will take place periodically for purposes of enforcement of school rules. Particular attention will be paid to violations relating to smoking, fights, substance abuse, gang-related activities and truancy from school. The neighboring areas of Ellyn Court and the Deer Path are private property. Students who enter this area without permission are subject to trespass charges from the Glen Ellyn Police Department.

### **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 student records to the Department of the State Police.

### **Emergency Procedures and Drills**

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

### **Off Campus Privileges**

Off campus privileges are available to sophomore, juniors and seniors only. **Freshmen students must remain on campus during the school day.** During lunch periods, freshmen students will be able to eat directly in the back of the school and at Biester. However, freshmen students are not permitted to go to downtown Glen Ellyn any time during the school day. A Freshmen student is defined as a student with fewer than 5.5 credits. Violators will be subject to disciplinary consequences.

### **Parking and Driving**

Parking facilities at Glenbard West are very limited. Only students with a current parking permit are allowed to park in the parking lot and other areas that are designated for student parking. Permits will only be given to Cooperative Education and Career Internship students, provided they meet all requirements. Applications for parking permits will be available at registration. Students may also apply for space in the Parking Permit Program, which provides a limited amount of parking to Glenbard West students. Students are admitted into this program on a "needs-basis." THERE IS A \$100.00 CHARGE FOR EACH PARKING PERMIT. Since transportation is provided for students who live at least one and one-half miles from school, distance will not be considered in allocating parking permits.

**HAVING A CURRENT PARKING PERMIT ONLY INDICATES PERMISSION TO PARK AT THE SCHOOL PARKING FACILITY. A CURRENT PERMIT DOES NOT GUARANTEE A PARKING SPACE.** Cars without a valid parking permit and/or improperly parked will be subject to towing, citation, and/or suspension. Illegally parked cars may be towed at any time. A limited number of parking spaces are available in neighboring municipal lots at a reduced rate. Information related to these spaces is available in the Dean's Office. Parking in the District Administrative lot is strictly prohibited. Students parking in this lot will be ticketed and towed. Handicapped parking spaces are located at the top of the ramp by the cafeteria and in the main parking lot.

#### **School Resource Officers**

Glenbard West employs a police officer from both the Glen Ellyn Police Department and Glendale Heights Police Department. The primary goal of the School Resource Officer program is to coordinate police resources from the villages of Glen Ellyn 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 in the main office. They serve as a law enforcement resource for students, their families, school staff and the community. The school liaison officers assist in the education and preventive programs related to community social problems involving unlawful activity, including, but not limited to drug and alcohol use, criminal gang activity, vandalism, theft, personal violence, trespassing and violations of village ordinance or state law. Glenbard West's school liaison officers will enforce any violations of local and state law. The school liaison officers can be reached at (630) 942-7463.

#### **School Violence/Bullying Tip Line**

At Glenbard West, we offer a violence and bullying hotline which allows students to provide anonymous information to school officials regarding potential school threats or bullying incidents. The number is **(630) 942-7406**. Additionally, Students who wish to report a potential act of school violence at Glenbard West may also leave an anonymous message with our Police Liaison Officer at **(630) 942-7463**. 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." **Call 844-472-3345 or Text 72332(SAFE2) to report.** The Attorney General's Safety Tips homepage contains several links that may provide additional helpful resources.  
<https://illinoisattorneygeneral.gov/Safer-Communities/Safeguarding-Children/index>

#### **Student Crisis Text Line**

Additionally, students can text a **CRISIS Text Line: Text REACH to 74141** which sends information to a Crisis Counselor, a real-life human being trained to help individuals return to a healthy/stable level of functioning.

#### **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/).

#### **Student Identification Cards**

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

1. Student identification
2. A Bus Pass for students eligible to ride the school buses
3. To be shown when entering the building prior to first period
4. A library Card for students checking out materials
5. Lunch purchase using Point of Sale program
6. To be shown when entering a dance

Students must carry their identification card when at school and are expected to present it when entering the building or when asked for identification by any staff member (administrator, teacher, clerical, campus monitoring staff, and custodial) or employee of First Student. If the circumstances warrant, the staff member may keep the identification card and present it along with a Behavior Report to the Dean's Office. Refusal to present and relinquish the card will be considered insubordination and will result in disciplinary action by the Dean of Students.

The first I.D. cards for the current school year will be issued during the registration period in August. After school starts, replacement cards are available in the Library for a fee of \$2.00.

## **Victims of Sexual Assault 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)

## **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.

## ATTENDANCE PROCEDURES

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.

### 1. Procedure for Reporting Absences

- a. **Parents/Guardians must call the Attendance Office before 10:30 AM on each day of absence.** When reporting the absence, please provide the student’s name, student’s ID number, and the reason for the absence. Failure to do this will result in a truant absence.
- b. In order to more conveniently report your student's absence, calls can be made at any time to an answering machine at (630) 469-8600 Option 1 or (630) 942-7480.

### 2. Excused Absences (District 87 recognizes the following as **valid reasons** for excused absences)

- a. A student's personal illness.
- b. A student's mental/behavioral health need.
- c. A serious illness and/or death in the immediate family.
- d. A civic event.
- e. A family emergency situation.
- f. An observance of a Religious Holiday.

Only these excused absences merit the opportunity for make-up work. Students with excessive excused absences within a semester may be requested to supply a medical certificate to the Dean's Office.

### 3. Pre-Arranged Absences\*

Pre-Arranged absence requests must be presented in writing at least three (3) school days prior to the absence to the attendance office. The student is responsible for completing the pre-arranged absence form and arranges a “make-up” plan with each teacher. No credit will be given unless the specific requirements are met. The teacher's signature on the pre-arranged absence form indicates only that the teacher has been notified of the absence. Teachers will note the dates of the pre-arranged absences in their grade book but will not lower their academic expectations for a student taking a pre-arranged absence.

**\*Reasons for pre-arranged absences include the following:**

- a. **Participation in school sponsored and approved class field trips and athletic contests-** In addition, students may pre-arrange an absence to see a Glenbard West team participate in State Tournament competition.
- b. **Medical and dental appointments-** A doctor's note will be required when the student returns to campus.
- c. **Court appearance-** Date will be excused if it has been cleared prior to the absence. Documentation from the court will be required when the student returns to campus.
- d. **College visit** - No more than three (3) college visit experiences will be allowed each year.
- e. **Family vacation** - Family vacations should not be taken when school is in session unless it is absolutely necessary.
- f. **Religious Observance**

### 4. 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.

### 5. Truancy

All absences not included in sections B & C will be considered unauthorized/truant. Unauthorized absence/truancy include, but is not limited to:

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

### 6. Consequences for Truancy

Absences from class reduce the ability of a student to achieve. Excessive absences can have a negative impact on the entire classroom climate. Students who have excessive truantries may be denied credit for the course. The Dean's Office will contact the student, issue a progressive discipline consequence, and contact parent/guardian. Our student data management system, PowerSchool, will provide daily attendance information for teachers, parents and administrators to view electronically. Any student who has chronic attendance issues will be referred to the truancy agency, Regional Office of Education. Glenbard West does not honor or recognize “Ditch Days.” If on any given day, 5% or more of a class or the student body is absent, a doctor's note may be required to authorize the absence.

## 7. Additional Attendance Information

- a. When a student's total absences interfere with the educational success in a class, the student may be removed from the course.
- b. 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.
- c. If a parent/guardian is out of town please contact the Attendance Office with the name of the person who will be calling for you if your student is ill. Failure to follow this procedure will result in the absence being truant.
- d. Students more than 10 minutes late for a class will be marked truant for the period. Students who have truant absences from study hall will be issued after school consequences ranging from detention to an Extended Day Detention.
- e. Students participating in school sanctioned field trips must complete parent permission slips at least one week prior to the scheduled trip.
- f. Students, **except for freshmen**, may leave campus during their lunch period. At no other time may students leave campus without permission. **Students who become ill while at school have the option to be excused through the Health Office of Attendance. Students leaving campus for partial day pre-arranged absences must first report to the Attendance Office.** Upon returning to school, students must submit doctor's/court notes to the Attendance Office. If a student leaves school without pre-arranged status and the parent notifies the school after the fact, the absence will be considered truant. Students who are excused from school (or suspended) may not come on campus to work in the library media department or computer labs.

## 8. Tardy Policy for Students Attending Glenbard Schools

Glenbard believes that getting to class on time is important. Being punctual contributes to academic success and is an essential life skill required to be successful. Toward that end, Glenbard West uses an electronic tardy system that maintains a record of students who are tardy to class without an appropriate excuse. After the second bell students cannot enter the room without an authorized pass. The tardy system keeps records of all student tardiness. Notification of any consequences associated with tardiness will be issued to students on the pass used to enter class. Please note that oversleeping, family errands, car troubles and missing the bus are not considered authorized reasons for being tardy. Records are kept throughout the day and are accumulated during one quarter. Those students who are late to class without an excuse will face the following consequences. The tardy count will be reset after each quarter.

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

## STUDENT BEHAVIOR & CONDUCT

It is our sincere desire that each student practice self-discipline, so that disciplinary action by teachers, school staff and administrators is avoided. In order to provide a fair and equitable system for the administration of discipline in our schools, the Board of Education has approved the following disciplinary guidelines. The intent of these guidelines is to enhance school climate, improve school discipline practices, and ensure that students are disciplined without discrimination on the basis of race, color, national origin, gender, disability, or other protected status. The Board of Education Discipline Policy and these Discipline Procedures are in effect 24-hours per day throughout the calendar year when students are on school property, on a school bus, on the way to or from school, at a school related function, or when students represent the school. The complete discipline policy (7:190) is available on the Glenbard87 Website ([www.glenbard87.org](http://www.glenbard87.org)). Please note students who participate in extracurricular activities, therefore have signed the Extracurricular Code, and may receive extracurricular consequences due to school related discipline.

### Prohibited Behaviors

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 exam; 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, Drugs, Intoxication Compounds, and Look Alike Drugs Violation (Distribution, Possession, Sale and/or Use)**
3. **Assault/Battery of a Staff Member-** For school purposes, "assault" is a threat of non- consensual physical contact towards any staff member and battery is actual physical contact.
4. **Assault/Battery of a Student (Fighting) -** For school purposes, "assault" includes a threat of any non-consensual physical contact towards a student by another student. Battery is actual physical contact. Anyone who encourages or directs another to commit an assault and/or battery may be subject to the same disciplinary action as is the person who commits the assault and/or battery.
5. **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.
6. **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. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or school-related activities. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.
7. **Bus Misconduct-** Please refer to Board Policy 7:220
8. **Computer/Telecommunications Violation-** Any use prohibited by the Acceptable Use Policy (Please refer to policy 9:101)
9. **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.
10. **Dress Code Violation-** Any item which constitutes a threat to the safety or health of self or others, references alcohol, drugs, tobacco, or violence, is offensive by the wording or design, or suggestive of a double meaning and/or is not gang related in any form or manner is prohibited. See Board Policy 7:160
11. **Drug Related Paraphernalia (Distribution, Possession, Sale and/or Use)**
12. **Failure to Serve an Assigned Consequence**
13. **Electronic Devices Violation-** Using any type of electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Examples include but are not limited to cell phones, tablets, sound machines and laser pointers.
14. **Fire Threat-** Arson, False Alarm, unauthorized use of fire extinguisher
15. **Fireworks ((Distribution, Possession, Sales and/or Use)**
16. **Gambling-** Participating in games of chance for the purpose of exchanging money or something of value
17. **Gang Activity-** *Gang activities include, but are not limited to:*
  - a. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which evidences membership or affiliation to any gang. Committing any act or using any communication either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
  - b. Drawing gang-related graffiti or distributing gang-related literature.
  - c. Recruiting, soliciting membership in, promising to join, or joining gangs while on campus or at a school-related event.
  - d. Any other activity in furtherance of the gang, which violates Board policy.



18. **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
19. **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 the first period.
20. **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, campus monitoring staff, secretaries, custodians or cafeteria staff, and to cooperate with their requests.
21. **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.
22. **Misconduct-** Conduct that endangers the safety of self or others. Due to West's concern for the sensitivity to all students' needs and the common group interest of safety, *skateboards* are not permitted anywhere on campus. Skateboards will be confiscated.
23. **Profanity/Vulgarity-** 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.
24. **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.
25. **Sexual activity-** Engaging in any sexual activity including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
26. **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.
27. **Distribution, Possession, Sales and/or Use of tobacco, nicotine material, including but not to electronic cigarettes, vaporizing devices or any device associated with or facilitating vaping.**
28. **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.
29. **Trespassing-** This also includes the unauthorized presence of a student on any Glenbard D87 campus during the period of his/her suspension/expulsion.
30. **Vandalism**
31. **Weapons-** Possession, use, transfer, purchase or sale of a weapon. Weapons include, but are not limited to:
  - a. Firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
  - b. 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.
  - c. 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 violate the rules of Glenbard West High School, specific interventions may 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 interventions described below apply whenever a student's behavior is reasonably related to school or school-sponsored activities.

### Behavior Intervention Assignment (BIA)

Students may be assigned a Behavior Intervention Assignment designed to assist them in correcting behavior and completing academic requirements. The in Behavior Intervention Assignment is a tiered program that varies in time and length based on the infraction. During B.I.A. students will be required to complete activities designed to help them understand the consequences of their behavior. Furthermore, they will learn strategies to avoid future discipline issues. This program may include various components such as completion of homework, social emotional instruction, restitution, and community service. Students will sign an agreement signifying their understanding and willingness to complete the program. Failure to serve a B.I.A. will result in further consequences.

### Detention

Students may be assigned a dean's detention to be served before or after school, typically lasting one hour. Failure to serve a detention will result in an Extended Day Detention. The sole activity allowed in detention is silent study.

**Extended Day Detention (E.D.D.)**

Depending on the disciplinary issue and a Dean's discretion, a student may be assigned to an Extended Day Detention (E.D.D.). The sole activity allowed in EDD is silent study.

E.D.D.'s are assigned on Tuesdays and Thursdays from approximately 2:45 - 5:30 PM. There will be no reassignments of the E.D.D. FAILURE TO SERVE AN E.D.D. WITHOUT PRIOR NOTICE WILL RESULT IN A MINIMUM OF AN IN SCHOOL BEHAVIOR PROGRAM.

**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**

Students suspended out of school will not be allowed on school grounds or at any District

87 events throughout the duration of their suspension. Students will be expected to complete all classroom work in a timely manner.

**Restorative Intervention Alternative (R.I.A.)**

Students may be assigned a Restorative Intervention Alternative as an alternative to suspension. R.I.A. is designed to reteach desired behavior and offer academic and social/emotional assistance. This program requires that:

- Students report on time and must remain for the duration of the program.
- Students report to the assigned location while serving RIA.
- Students participate in the RIA program and all of its requirements.
- The administration has the right to deny a student from attending any sports, clubs, or activities on the day of the RIA.

**Social Restriction-** Students may be excluded from after-school events and activities due to disciplinary issues. This will be at the discretion of the Deans' office.

**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 liaison police officers. See Board Policy in handbook

## **ATHLETICS**

**Interscholastics**

The Glenbard West athletic teams compete with teams from the six other schools that are members of the Silver Division of the West Suburban Conference. We field teams at the varsity level in twenty-nine (29) school funded sports. There is also junior varsity, sophomore and freshman level competition in most sports. Students interested in participating in an athletic program should contact the head coach, the Assistant Principal for Athletics (APA) or the Assistant Athletic Director. To help defray the cost of extracurricular athletics and to maintain current programs, each participant in Glenbard interscholastic athletic programs will be required to pay a district determined user's fee. Athletes should pay at the time indicated by the Assistant Principal for Athletics before the first athletic contest.

**Athletic and Other Extracurricular Activity Recognition**

Glenbard District 87 students are involved in a variety of activities, perform at a high level, and the District commends them all on their many accomplishments. The District will formally recognize students and/or teams that have placed in the top three in state competitions in IHSA sponsored events. The District further recommends that all public displays in the community be for students/teams that have placed in the top three in IHSA state competitions

For more information on IHSA sponsored events, see the IHSA website, [www.ihsa.org](http://www.ihsa.org).

**Coaches, players, cheerleaders, spectators and bands:**

Please respect the athletes and the game by obeying the following instructions:

- Support your teams enthusiastically and loyally.
- Respect your opponents and extend every courtesy to them as your guest when we are at home, and as our host when we are away.
- Respect the decisions of the officials.
- Mechanical noisemakers are barred from all West Suburban Conference contests in all sports. This includes musical instruments, except those used by the home band, and megaphones.
- No signs or placards are allowed in the stands or its immediate environment.
- Support organized cheering led by your cheerleaders.

- Recognize that you represent Glenbard West when you attend an athletic contest.
- Dress and act in a manner that displays pride in yourself and in your school.

Have 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.

**ATHLETIC OFFICE FAX: (630) 469-8608**  
**SCHEDULES OF ATHLETIC PROGRAMS, REFER TO <https://schools.snap.app/glenbardwest>**

Assistant Principal for Athletics  
 Assistant Athletic Director  
 Head Athletic Trainer

Joe Kain  
 Mary McGrane  
 Jen Melzer

[LINK FOR ATHLETIC INFORMATION](#)

Glenbard West High School belongs to and agrees to the principals of the Illinois High School Association.

**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>

**Extracurricular Code Agreement and Concussion Information Acknowledgment**  
 (An agreement that this information has been shared will be included in Parent PowerSchool)

**Each student and his or her parent/guardian must read and acknowledge in Parent PowerSchool this *Agreement to Participate* each year before being allowed to participate in interscholastic athletics or intramural athletics.**

**Student:**

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.

**Performance Enhancing 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.

**Parent/Guardian of the student:**

1. I as parent/guardian 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.

## **STUDENT ACTIVITIES**

**Philosophy:** Glenbard West 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. 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 involved in such functions. Student organizations and activities offer an opportunity for you, our GLENBARD WEST student, to develop wholesome relationships with our staff; and the teachers have an opportunity to gain valuable insights concerning the students with whom they work. Students may gain valuable experience available only as a part of the planning, conducting and evaluation of school projects.

**District 87 Extra Curricular Code:** Students involved in Student Activities must abide by this code. A copy of the code is included in this handbook. Also, students and their parents must provide signatures verifying that the student agrees to abide by the code. RULES ARE IN EFFECT 12 MONTHS. See Board Policy 7:240-R1 and 7:240-E1.

[Club Interest Form](#)

[Club Descriptions](#)

## SCHOOL DANCES

Dances begin with the "Back-to-School" dance in August and additional dances/activities throughout the year. The Homecoming Dance, Heart Hop and Prom are all semi-formal dances. The year ends with the Junior-Senior Prom in April. Glenbard West students may bring guests to dances with pre-approval from the Dean or Assistant Principal for Student Services. Students MUST have IDs to enter dances where tickets are purchased at the door. Students should understand that even though dances are held outside of the normal school day, all school rules apply; particularly those relating to drug/alcohol use or possession.

1. Most dances are open to Glenbard West students only. A Glenbard West student may obtain permission to bring a guest to an approved dance by receiving advanced approval from his/her Dean or Assistant Principal for Student Services. The guest must abide by all school rules. Any guest may be denied attendance at any dance per the discretion of the Dean. All guests to any dance must be at least high school age (under 21) and complete a "Dance Guest Form."
2. Students must arrive no later than one hour after the dance has started. For most dances this would mean 8:00 PM or 9:00 PM. Students CANNOT leave a dance until one hour before the dance ends.
3. If the student or guest leaves the prescribed area of the dance, **they will not be permitted to return.**
1. Students should not bring purses, backpacks, or valuables to dances.

## Student and Parent Organizations

### ASSOCIATION OF MUSIC PARENTS (A.M.P.)

Student participation in the music program is a rewarding and memorable experience. There are many exciting volunteer opportunities for members throughout the year. A.M.P. works with the music directors, to enrich the music program beyond the level possible under the school budget. This assistance includes scholarships to students wishing to continue their music education by attending summer music camps, private study, and/or higher education upon graduation, awards, and recognition, uniforms and liaisons with the Glenbard West Boosters and the District 41 Music Education Foundation. The Association membership also assists with concerts, performance tours, and, as they arise, other department-sponsored events. In addition to the monthly board meetings, there are two general meetings of the full parent membership: Curtain Raiser Concert (Music Parents' Night) in August and at the Music Awards Night in May. The general membership is encouraged to attend the monthly board meetings at 7:00 PM in the band room or choir room. Some fundraisers in the past have included the Holiday Greens Sale, Barone's Gift Certificates, Concession Stand, and others.

#### **Officers for 2023-2024**

President	Janet Wuertzer
VP Band	Renee Blew
VP Choir	Michele Choi
VP Orchestra	Lynn Allaway
Student Account Treasurer	Kathy Van Ek
Secretary	Christina Rees
Corporate Treasurer	Wendy and Scott Garland

**For more information on our Glenbard West Association of Music Parents (AMP) visit:**

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

## **GLENBARD WEST BOOSTERS CLUB**

Glenbard West Boosters Club exists "to create, boost, and maintain interest in all extracurricular programs sponsored by Glenbard West High School." GBW Boosters provides financial support to Academic, Activities and Athletics, granting on average \$140,000 annually for school programs. Funds are generated by the membership fee, merchandise sales, special events and contributions from friends. The club sells Activity Passes from the school district to parents and family members under high school age.

### **Officers for 2023-2024**

President	Martha and TR Sweinsberger
1st Vice President	Katie and Greg Fischer
Secretary	Sue & Don Turner
Treasurer	Kim and Jim Laubinger
Past President	Jodi and Rob Herbold

The Boosters will sponsor many fundraisers this year, including The Homecoming Pancake Breakfast, and Pack the Place/Winter White-Out, as well as offering Glenbard Gear for sale. Be a Booster! Help support all Glenbard West activities!

**For more information on GW Boosters visit [www.gwboosters.com](http://www.gwboosters.com)**

## **FRIENDS FOR FORENSICS FOUNDATION**

Friends For Forensics Foundations is a parent-led volunteer organization consisting of a leadership board of 6-7 positions and parent members of Glenbard West High School Forensics team members.

The purpose of the Forensics foundation is as follows:

- \* Raise funds for Forensics summer camp tuition supplements and for the Wendy Griffin Memorial Scholarship
- \* Raise funds to support the team enabling them to purchase scripts, plays, stopwatches, and pay judges
- \* Provide organizational and planning services for concessions during home tournaments
- \* Instill team support and spirit between parents and team members
- \* Help plan and execute end-of-year banquet/food services and provide coach appreciation gifts

### **Board Members for the 2023-24**

President	Melissa Pauer
Volunteer Coordinator	Therese Crawford
Topper Tourney	TBD
Communications	Carrie Gowans
Membership	TBD
Treasurer	Eileen Bender



West Nation is an organization led by Glenbard West students, staff and parents. We work together throughout the year to promote social, service and healthy events for all.

#### 2023-2024 WEST NATION EVENTS

<p><b>WN Student Events</b></p> <p>Circle Drive 8/18/23  Punt Pass and Kick Event 9/11/23  Dodgeball 12/1/23  Father Daughter Dance 2/24/24  Spring Badminton 5/3/24  Post Prom Party 4/27/24</p>	<p><b>Your Membership Also Supports</b></p> <p>Staff Appreciation Dinner 10/26/23  Glenbard Gratitude Day 11/15/23  Valentines for Vets 2/7/24  President's Day of Service 2/19/24  Live Life Well Breakfast 2/23/24  Folding Meetings 8/30, 10/18, 1/17 &amp; 3/6</p>
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West Nation proudly supports the Glenbard Parent Series (GPS). Visit [www.GlenbardGPS.org](http://www.GlenbardGPS.org) for information on the nationally recognized speaker series. The series is free and open to the public.

#### JOIN WEST NATION!

Purchase a West Nation Membership for your student for \$25. Purchase of this Membership will confirm your support for West Nation's many service and social activities and add you to our mailing list for upcoming events and volunteer opportunities. In addition, it will provide one student full admittance to four West Nation Member Activities for this coming school year: Circle Drive Dance, Punt Pass & Kick, Dodgeball and Spring Badminton.

Make a donation to West Nation. All donations directly support our programming. West Nation is a 501c3 organization. Membership & donations may qualify for tax deductibility. Please consult your tax adviser. Please visit [www.gbwnation.com](http://www.gbwnation.com) to purchase a membership, make a donation and to volunteer. We invite all students and parents to be a part of WEST NATION!

#### WEST NATION BOARD

Co-Presidents:

Treasurer:

Assistant to the Treasurer:

Secretary:

Social Media:

Post Prom & Boosters Liaison:

Members at Large:

Anne Weber & Julie Sladewski

Sally MacDonald

Megan Lowrie

Shannon Ward

Amy Kadlec

Julie Humble

Katie Bare, Ellen Brannegan,

Amy Cooney, Leah Harding, Katy

Johnson & Theresa Williams

Peter Baker, Asst. Principal

Gilda Ross

School Liaison:

School Project Coordinator:

Follow us on Twitter/[@GWWestNation](https://twitter.com/GWWestNation) or Facebook/[GlenbardWestNation](https://www.facebook.com/GlenbardWestNation)

## **DISTRICT 87 INFORMATION AND BOARD POLICIES**

### **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**

7:70 Attendance and Truancy  
7:240 Extracurricular Code for Participants in Extracurricular Activities  
7:240-E1 Administrative Exhibit - Glenbard High School District 87 Extracurricular Code  
7:300 Extracurricular Athletics  
2:260 Uniform Grievance Procedure  
4:110-AP1 Administrative Procedure - Transportation Procedures  
9:010-E1 Administrative Exhibit - Acceptable Use of Technology Policy (AUP) Authorization Forms  
9:010-E2 Administrative Exhibit - Glenbard District 87 Technology Rental & Security Agreement  
6:240 Sponsored and Non-sponsored Field Trips and Educational Tours  
6:240-AP1 Administrative Procedure - Student Field Trips  
6:240-AP2 Administrative Procedure - Educational Tours  
7:10 Equal Educational Opportunities  
7:15 Student and Family Privacy Rights  
  
7:20 Harassment of Students Prohibited  
7:140 Search and Seizure  
7:140-AP3 Administrative Procedure - Use of Canine Search Units for Building, Grounds, Lockers, and/or Automobiles  
7:160 Student Appearance  
7:180 Prevention of and Response to Bullying, Intimidation, and Harassment  
7:185 Teen Dating Violence Prohibited  
7:190 Student Behavior  
7:190-AP1 Administrative Procedure - Student Handbook – Hazing Prohibited  
7:220 Bus Conduct  
7:220-AP1 Administrative Procedure - Electronic Recordings on School Buses  
7:335 Using a Photograph or Videotape of a Student  
7:340 Student Records  
7:340-E1 Administrative Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records  
7:350 Video Surveillance/Notification  
7:10-AP2 Administrative Procedure - Non-discrimination Notification

#### **Health & Wellness**

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

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

Policy 5:120 - [https://boardpolicyonline.com/?b=glenbard\\_87&s=271133](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 the student's 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.



### Illinois High School Association

(For 2023-2024 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 inter- scholastic 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) consecutive 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.
- 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 junior 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 and Name, Image, and Likeness (NIL)

- 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 not to exceed \$300.
- B. For participating in competition in an interscholastic sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed \$150 in 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 a 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>

<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>

### 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)

### FERPA NOTICE

#### [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.