Castle Keys Handbook 2019-2020





2019 - 2020
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

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

SCHOOL ADMINISTRATION

Dr. Peter Monaghan	Principal
Mr. Christopher Mitchell	Assistant Principal, Student Services
Ms. Stacy Scumaci	Assistant Principal, Operations
Dr. Rebecca Sulaver	Assistant Principal, Instruction
Mr. Joe Kain	Assistant Principal, Athletics
Mr. Thomas Barlow	Dean of Students
Mr. Michael Souza	Dean of Students
Ms. Alexandria Taylor	Dean of Students

BOARD OF EDUCATION

Ms. Judith Weinstock, President
Ms. Jennifer Jendras, Vice President
Ms. Margaret DeLaRosa
Mr. Robert Friend
Mr. John Kenwood
Ms. Martha Mueller
Ms.Mireya Vera

Dr. David Larson, Superintendent

Table of Contents

ATHLETICS	**A-45**
Coaching Staff	A-45
Interscholastic	A-45
ATTENDANCE	**A-39**
CONDUCT AND DISCIPLINE	**A-41**
Behavior Intervention Assignment (B.I.A.)	A-44
Bullying/Harassment/Intimidation	A-41
Bus Conduct	A-42
Detention	A-44
Disciplinary Consequences	A-44
Dress Code	A-42
Extended Day Detention (E.D.D.)	A-44
Electronic Devices	A-42
Out of School Suspension	A-44
Restorative Intervention Alternative (R.I.A.)	A-44
Search & Seizure	A-45
DISTRICT 87 INFORMATION AND BOARD POLICIES	**B1-B81**
SCHOOL COUNSELING SERVICES	**A-29**
Counselor Assignments	A-30
STUDENT ACTIVITIES	**A-47**
HEALTH CENTER	**A-31**
P.E. Medicals	A-31
LIBRARY MEDIA DEPARTMENT	**A-32**
Elliott Library	A-32
Student Attendance from Study Hall or Lunch	A-32
PARENT ORGANIZATIONS	**A-50**
SCHOOL SAFETY	**A-35**
Campus Boundaries	A-35
Emergency Procedures and Drills	A-36
Off Campus Privileges	A-36
Parking and Driving	A-36
School Resource Officers	A-36
School Violence and Bullying Tip Line	A-37

Student Drop Off A-37
Student Identification Cards A-37

STUDENT INFORMATION **A-24**
Academic Assistance A-28
Academic Resource A-28
Activity Pass A-24
Adult Mentor Program A-28
AP Resource Center A-28
Bell Schedule A-5
iPad Help Center A-24
Building Guide A-18
Building Maps A-19
Bulletins A-24
Cafeteria/Prepayment A-24
Dances A-47
Department Chairmen A-17
Equal Education Opportunities A-24
Glenbard West Fight Song A-12
Historical Sketch of Glenbard West A-11
Lockers A-26
Lost & Found A-26
Lunch Intervention A-28
Principal's Welcome A-4
School Calendar A-16
Selective Service Registration A-27
Sex Equity A-24
S.T.R.I.V.E. A-28
Student Council A-14
Student Images A-27
Student Residency A-27
Study Halls A-27
West Way A-13
Whom to See for What A-17
Work Permits A-28
The Write Place A-29

TECHNOLOGY **A-32**
Computer Labs Rules & Student Guidelines A-32
Electronic Devices (District Issued or Personal) A-34
File Saving/First Class A-32
Internet Training A-33
Printing Guidelines A-33

A Word of Welcome
Greetings Students!

August 2019

Dear Students -

Welcome back to another exciting school year! This year's Castle Keys will once again be presented in electronic form in order to save money and protect the environment. This document is very important as it includes all Glenbard West rules and guidelines as well as school policies and procedures. Glenbard West students should familiarize themselves with our expectations while they also understand the characteristics of the "West Way," or the qualities of respect, involvement and success. In many ways, the Castle Keys Handbook acts as a blueprint for success.

This handbook contains information related to not only academic success, but also participation in clubs and sports. All students are encouraged to review the book with their parents in order to understand the many opportunities afforded to a West student. We encourage students to pursue their interests inside and outside of the classroom through all four years of their high school experience.

The high school experience is designed to help students develop autonomy and resiliency. This electronic document provides the names of many organizations and resources along with those adults who are here to help and answer questions. I encourage students to advocate for themselves by reaching out to a Glenbard West adult with any questions or concerns. Also, Using the handbook as a planner and resource is a good way to stay organized and informed. Good luck to you and have a great year.

Sincerely,



Dr. Peter Monaghan
Principal

GLENBARD WEST BELL SCHEDULE
2019-2020
Class Period Schedule

REGULAR BELL SCHEDULE

Period	Time	Lunch
1	7:35 - 8:23	
2	8:28 - 9:17	
3	9:22-10:10	
4	10:15-11:03	YES
5	11:08-11:56	YES
6	12:01 -12:49	YES
7	12:54-1:42	YES
8	1:47-2:35	

MONDAY EARLY DISMISSAL BELL SCHEDULE FOR P L C

Period	Time	Lunch
1	7:35 - 8:17	
2	8:22-9:10	
3	9:15-9:57	
4	10:02-10:44	YES
5	10:49-11:31	YES
6	11:36-12:18	YES
7	12:23-1:05	YES
8	1:10-1:52	
Teacher PLC Time	**1:59 p.m. - 2:41 p.m.**	

CONVO BELL SCHEDULE

Period	Time	Lunch
1	7:35-8:17	
2A	**8:22-9:05**	
2B	**9:10-9:53**	
3	9:58-10:40	
4	10:45-11:27	YES
5	11:32-12:14	YES
6	12:19-1:01	YES
7	1:06-1:48	YES
8	1:53-2:35	

PEP ASSEMBLY SCHEDULE

Period	Time	Lunch
1	7:35-8:18	
2	8:23 - 9:07	
3	9:12-9:55	
4	10:00-10:43	YES
5	10:48-11:31	YES
6	11:36-12:19	YES
7	12:24-1:07	YES
8	1:12-1:55	
Pep Assembly	**2:00 p.m.-2:35 p.m.**	

Glenbard Township High School District 87 Strategic Plan

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

Vision: Our district is a safe, caring, diverse community of schools whose students are:

- Knowledgeable People
- Critical Thinkers
- Effective Communicators
- Quality Producers
- Collaborative Workers
- Responsible Individuals committed to a greater good in our world.

Inspire … Empower … Succeed

Core Values

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We view education as a lifelong process to which many institutions contribute, including the family, the community and its organizations, and society in general. The task given by society to the school is the formal education of its youth. The fundamental purpose of the Glenbard High Schools is to provide educational experiences that will enable each student to develop talents and capabilities in order to assume a responsible role in a global society. While maintaining high standards for achievement, we emphasize the intellectual, physical, emotional and social development of each student. We recognize the dignity and worth of the individual, and we wish to preserve and enhance within each student a sense of personal responsibility and tolerance for others.

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

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

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

THIS WE EXPECT FROM THE STUDENTS:

1. We expect all students to achieve to the best of their ability. Our school is responsible for providing good teachers and an environment, which encourages learning. Students are responsible for reaching out for new ideas and experiences. Learning is enjoyable and rewarding, but it requires a student to work hard. We have high academic standards because our students have both the ability and the desire to learn. For those who plan a college career, a sound high school education is preparation for success in college. High school also represents a vital opportunity to obtain a well-rounded general education necessary for success in the workplace. We recognize the many degrees and forms of achievement which characterize excellence. We will not compromise any student's ability by accepting less than one's best efforts.

2. We expect all students to consider their schooling as their first priority. Many of our students hold jobs which require them to work several hours a week. We generally support this practice unless it causes students to carry a minimum course load or to ignore their school obligations. If students are not available for extra help from teachers, for makeup work or for participation in extracurricular activities, we question the value of their jobs. Our teachers do not recognize a conflict with a job as a valid excuse to defer makeup work or extra help. Now is the time for our students to receive their formal high school education. Shortchanging this for a job is neither wise nor acceptable.

3. We expect students to attend every meeting of every class. There are no "free cuts" or "ditch days." Students are required to attend each class period. It is impossible to benefit from classroom learning experiences without consistent daily attendance. Students who accumulate an excessive number of unexcused absences will be withdrawn from class and receive a failing course grade.

4. We expect students to complete all homework and class assignments. Students should expect to receive and should complete an average of thirty minutes of daily homework in each class. Work and study completed outside of class time is necessary to the learning process. Our teachers expect their students to complete all assignments on time.

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

THIS WE ASK FROM PARENTS:

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

1. We ask parents to realize that we cannot do this important job without their participation. Their role in schooling may seem less direct but is perhaps more important than ours. When students report to school, they bring their homes and families with them. Family expectations, hopes, problems, fears and challenges greatly influence a student's performance in school. We need each parent's support; we welcome each parent's questions; and we welcome your active interest and your participation!

2. We ask parents to be aware of our expectations for students and our student rules of conduct. Parents can be informed by attending our Open House sessions, by using the Castle Keys, by reading all the issues of the "Principal's Newsletter", by attending our Citizens Advisory Council (CARES) meetings, and by contacting us with all questions and concerns. Good communication will enable us to solve our problems - TOGETHER!

3. We ask parents to assume responsibility for their student's regular class attendance. Success in school is directly related to consistent attendance. We follow the school calendar and check with care about each student's attendance. No "free cut," no "ditch day," and no "holiday" for competitors in co-curricular competitions are built into our calendar. If your student has an unauthorized absence, do not present us with an excuse that will cover it because you may be paving the way for future unauthorized absences. Students who accumulate an excessive number of unexcused absences will be withdrawn from class and earn a failing grade for the course.

4. We ask parents to return telephone calls and respond to behavior reports and "Progress Reports" promptly. Teachers spend much effort and time preparing these so that you will be well informed about your student's progress. Through your response, you show your concern about your student's growth and achievement. Teachers need your cooperation in providing your student with the best educational program possible.

5. We ask parents to provide a study area at home where students can study and work each day. This area should include the space required for writing and for reading. It also should have good lighting and be relatively free of distractions and interruptions.

TRADITION

Pride! Tradition! Excellence! These words embody the feeling of our students and staff toward "The Castle." Pride in achievement, recognition of tradition, and an attitude of success are the keys to excellence and accomplishment. This attitude is almost tangible at Glenbard West and makes the pursuit of excellence a reality in our classrooms and throughout our co-curricular programs.

John W. Gardner wrote,

**"Whoever I am or whatever I am doing,
some kind of excellence is within my reach."**

For Glenbard West students, those words may serve as a guideline for rich and fulfilling high school career. All types of students come to Glenbard West. All have something to contribute to our school; some kind of excellence is within the reach of every student. The quality of this proud old school is recognized nationally. It welcomes you!

A HISTORICAL SKETCH OF GLENBARD WEST

Glenbard Township High School was truly established in the 1922-1923 school year when students began their first full year of attendance on this campus.

Students in Glen Ellyn had previously attended the Glen Ellyn High School which was located on the second floor of the DuPage Bank Building. This school was founded in 1916 with Mr. A. W. Holzman as Principal. When Mr. Fred L. Biester took over this office in 1918, the faculty consists of five members who instructed 120 students in a basic curriculum. We have grown to a teaching staff of over 140 who work with approximately 2,250 students.

By 1920 the enrollment had far outgrown the bank building and the various church basements which had been called into service. A search began for a building site. "Honeysuckle Hill" was then purchased for the new high school. It was a wild patch of weeds and trees, and the parking lot was a deep ditch. Lake Ellyn blanketed the entire football field and was sold to the Park Board for one dollar.

After the site had been chosen, Lombard, a non-high school district, asked to be included in the Glen Ellyn district. The two communities combined their efforts, and Glenbard High School was born. The original school was comprised of the section west of the present main office.

Over the years, Glenbard has continued to grow in answer to the ever increasing pressure of enrollment. The first addition was made in 1926, the auditorium in 1931, and the Hilltop gym in 1936. The East wing was added to the building in 1953. Biester Gym was built in 1958. In 1959 Glenbard East was built in Lombard, and the original school became Glenbard West. In 1964-65, there was a complete renovation of Glenbard West, including the addition of new choral, band, and physical science facilities. In the years that followed, our George Zahrobsky Botanical Garden, our Shakespeare Garden and our Poet's Corner

were added to further enhance the beauty of our campus. The most recent additions, a new library and field house, were completed in the fall of 2001 as well as our Memorial Field turf in 2010.



GLENBARD WEST FIGHT SONG

Oh, it's G-L-E-N-B-A-R-D
Oh, well, it's Glenbard, Glenbard fight again!
And for the school and team we love so well,
We're going to yell and yell and
yell and yell and yell!
And when the teams in green and white appear,
With heads held high we stand and shout
and cheer,
And for the school and team go on to fame,
Win this game.
Fight, Team Fight!

GLENBARD WEST LOYALTY SONG

We will ever loyal be,
We will ever follow thee;
Let thy banners bravely fly,
Glenbard West High, Rah! Rah! Rah!
Faithful to our standards true,
Standing loyally by you,
Green, White, Let's Fight!
Lead us forever...smiling to victory.

THE WEST WAY

BE SUCCESSFUL • • • BE INVOLVED • • • BE RESPECTFUL

The West Way	Be Successful	Be Involved	Be Respectful
In the Hallways	• Get your gear • Arrive in five	• Stay informed • Smile and say hello • Look up from your phone	• Keep your interactions positive • Appreciate the work for peers
In the Classrooms/Labs	• Produce your best work on time • Follow directions • Be prepared	• Actively participate • Stay focused • Ask for help	• Maintain academic honesty • Ask permission to use materials
In the Cafeteria	• Make healthy choices • Use extra time for academics	• Recycle • Include others • Meet new people	• Be polite to others • Maintain a clean environment
In Biester	• Lock your locker • Play by the rules • Show self-control	• Dress for PE • Participate • Have fun	• Keep electronics in locker • Wash your uniform • Maintain personal space • Show good sportsmanship
With Technology	• Come to class with device charged, muted, and ready for class • Treat device with care	• Know when to unplug and connect with people • Assist others with less skill	• Follow individual teachers' rules regarding technology • Only use cameras when directed by teachers
In All Areas	• Use appropriate language and volume • Attend school regularly • Carry your school ID • Dress for success • Treat others as you would like to be treated • Respect the differences of others		

BE SUCCESSFUL • • • BE INVOLVED • • • BE RESPECTFUL

CONTINUING A TRADITION OF PRIDE AND EXCELLENCE



STUDENT COUNCIL EXECUTIVE BOARDS

President	Ali Siddiqi
Vice President	Jon Yangas
Corresponding Secretary	Evan Delapaz
Recording Secretary	Claudia Pyka
Special Events	Olivia Farley
	Mia Browder
Publicity	William Hohe
Senior Liaison	Melissa Gibson
Junior Liaison	Luisa Metz
Community Service	Chloe Karp
	Molly Howard
Leadership	Jaclyn Dougherty
	Riley Krudop

2019-20 STUDENT COUNCIL REPRESENTATIVES

Class of 2020	**Class of 2021**	**Class of 2022**
Robbie Matthew	Zach Hoffman	Madeline Yob
Paul DuVair	Ava Hartsell	Jane Pieper
Meg Farley	Megan Hoester	Audrey Allman
Nicola Setterdahl	Ellie Saguto	Ryan Park
Lucy Ganser	Will Humble	Pavan Patel
Patrick Fornatto	Ryan Chapski	Tommy Sear
Hannah LoGalbo	Lauren Alcock	Tessa Kochert
Ella Batz	Carolyn Abel	Mimi Hoffman
Lucy Lawrence	Margaret Corona	Patrick Hohe
Kaitlin Valdick	Sophie Lee	Anne Dillman

Letter from our Student Council President

Dear Glenbard West students,

It is hard to deny that we are attending one of the most prestigious high schools in the State of Illinois. In fact, we have been listed for the past eight consecutive years on Washington Post's list of "America's most challenging high schools," building upon our school's pride, tradition and excellence. Our school is one to be immensely proud of, from winning state championships that we have obtained from our state athletes or the accomplishments achieved by many of the extracurricular clubs here at West. It is clear that there is a legacy to be built here at Glenbard West, a legacy that you are a part of, just by having the privilege of being a student here.

Of course, such accomplishments would not be achieved had it not been for the excellence of our students. This year, I strongly encourage you all to get involved within our school, be it athletics, theater, music, or any other fields that are just right for you. Because I promise you, this school definitely has a program just for you. Regarding school spirit, you are all welcome to showcase your pride for West in numerous ways. Be it attending an athletic game or seeing a play organized by our theatre club. Getting involved throughout our school is a great way to meet new people, build friendships, and showcase your school spirit, so I hope you all will heed my advice and continue to stay deeply involved in this great school of ours.

Now at times, there will be challenges presented to you, they are inevitable in a school that prioritizes academic rigor such as Glenbard West. With that being said, there are many resources to turn to that will provide you with any help. Teachers are reasonable and want you all to succeed, not fail. Our Students Services are renowned for their commitment to help students whenever a challenge presents itself and they are a vital part of our school, designed to help you all succeed when at times it can feel as though you are not. As Student Council president, I too am a resource, feel free to ask any questions should you have any. I am approachable and want to help make your high school experience the best as it can possibly be. You all got this, you can succeed here.

Reflecting upon the past four years here at this school of ours, I see now that there are great opportunities to help you all succeed here. I ask you all to become an active student and to contribute to the school in whatever way possible, be it joining a club or sport, to attending the Winter play. Remain true to yourself and never change your personality to appease your peers. Work hard, and you will reap the benefits and become extremely successful. Let us continue this legacy and tradition of excellence. Join me in helping make this school be for the many, not the few. Together, we can keep the school thriving for generations to come. Together, we are West.

Ali Siddiqi

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87

2019 - 2020 SCHOOL CALENDAR

August	12			All Teachers' Meetings (Institute)
	13			Staff Contractual Day (Students NOT in Attendance)
	14			First Full Day of Student Attendance
September	2			NO SCHOOL - Labor Day
October	14			NO SCHOOL - Columbus Day
	15			NO SCHOOL - Teachers' Institute
	23	-	24	*Students Attend School - Parent/Teacher Conferences in the Evening**
	25			NO SCHOOL - Non-Attendance Day
November	27	-	29	NO SCHOOL - Thanksgiving Recess
December	20			End of First Semester
	23			NO SCHOOL - Winter Recess Begins
January	6			NO SCHOOL - Teachers' Institute
	7			Classes Resume - Winter Recess Ends
	20			NO SCHOOL - Dr. Martin Luther King's Birthday
February	17			NO SCHOOL - Presidents' Day
	28			NO SCHOOL - Teachers' Institute
March	30			NO SCHOOL - Spring Recess Begins
April	6			Classes Resume - Spring Recess Ends
	10			NO SCHOOL - Non-Attendance Day
May	21			Glenbard East Commencement
	21			Glenbard South Commencement
	21			Glenbard West Commencement
	22			Glenbard North Commencement
	22			Last Day for Students (pending inclement weather days)
May	26	-	29	Emergency Days
June	1			Emergency Day

Beginning Monday, August 19, 2019, Glenbard East, West, North and South will have a student early dismissal every Monday during the school year. These days are to accommodate Professional Learning Communities staff development.

* Early Dismissal on October 23 & 24, 2019

** Although October 23 & 24 are designated as Parent/Teacher Conference evenings, parents are enouraged to meet with teachers for student conferences. This can be arranged by calling the school to make an appointment at any time during the school year.

May 27, 28, 29, June 1 and June 2 will be abated if not used for emergency reasons earlier.

Calendar adopted by Glenbard Township High School District 87 Board of Education on October 9, 2018.

DEPARTMENT CHAIRMEN

Family Consumer Sciences/Business	Ms. Abigail Skidmore
English	Mr. Benjamin Peterselli
Fine Arts (Art, Music, Speech)	Mr. Jonathan Walsh
School Counseling	Mr. Jeremiah Wiencek
Mathematics	Ms. Melissa Williams
Physical Education/Health/Driver Education	Ms. Janeé Hallahan
Science/Industrial Technology	Mr. Sean Byrne
Social Studies	Ms. Kristin Brandt
Special Education	Mr. Christopher Waters
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	Dr. Sulaver
Attendance Problems	Dean's Office/Attendance Office
Bus Information and Problems	Ms. Scumaci
Cafeteria Prepayment (Lunch Card)	Cafeteria
Club Information	Mr. Mitchell
College Help	School Counseling Office
Driver Education Information	Mr. McCarrell
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	Library
Medical Problems	Nurse's Office
Naviance Assistance	School Counseling Office
Pay for Lost Books	Library
Parking (Off-Campus)	Officer Miko & Officer Jimenez
Physical/P. E. Excuses	Nurse's Office
Police Liaison Officer	Office Miko
Police Liaison Officer	Officer Jimenez
Replacement of I. D. Card	Library
School Fees	Mr. Mitchell
Sexual Harassment	Mr. Mitchell
Sports Information	Mr. Kain
Student Rights/Freedoms	Mr. Mitchell
Summer School	Mr. Souza
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	Front Security Desk
Waiver/Free Lunch Program	Mr. Mitchell
Work Permit	Registrar

BUILDING GUIDE

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

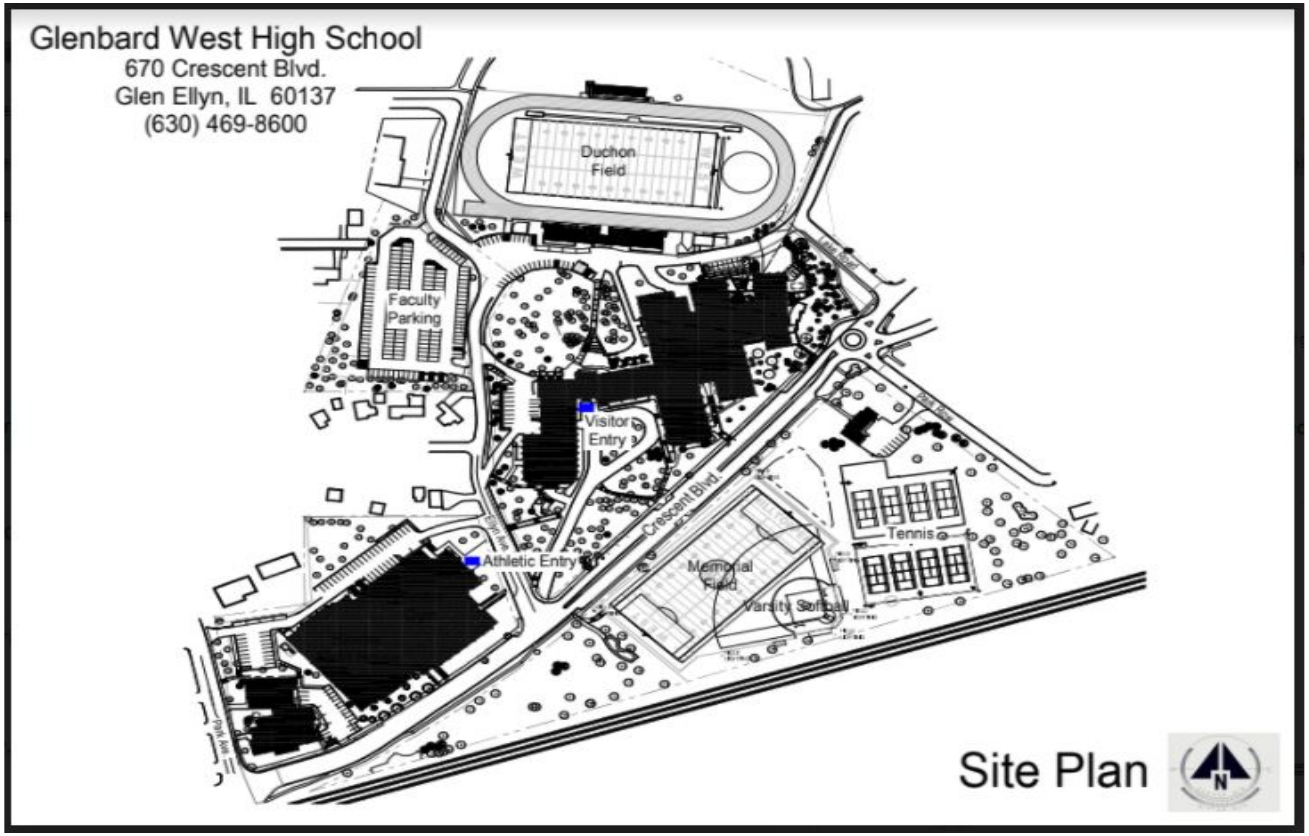
500 Level – Art classrooms

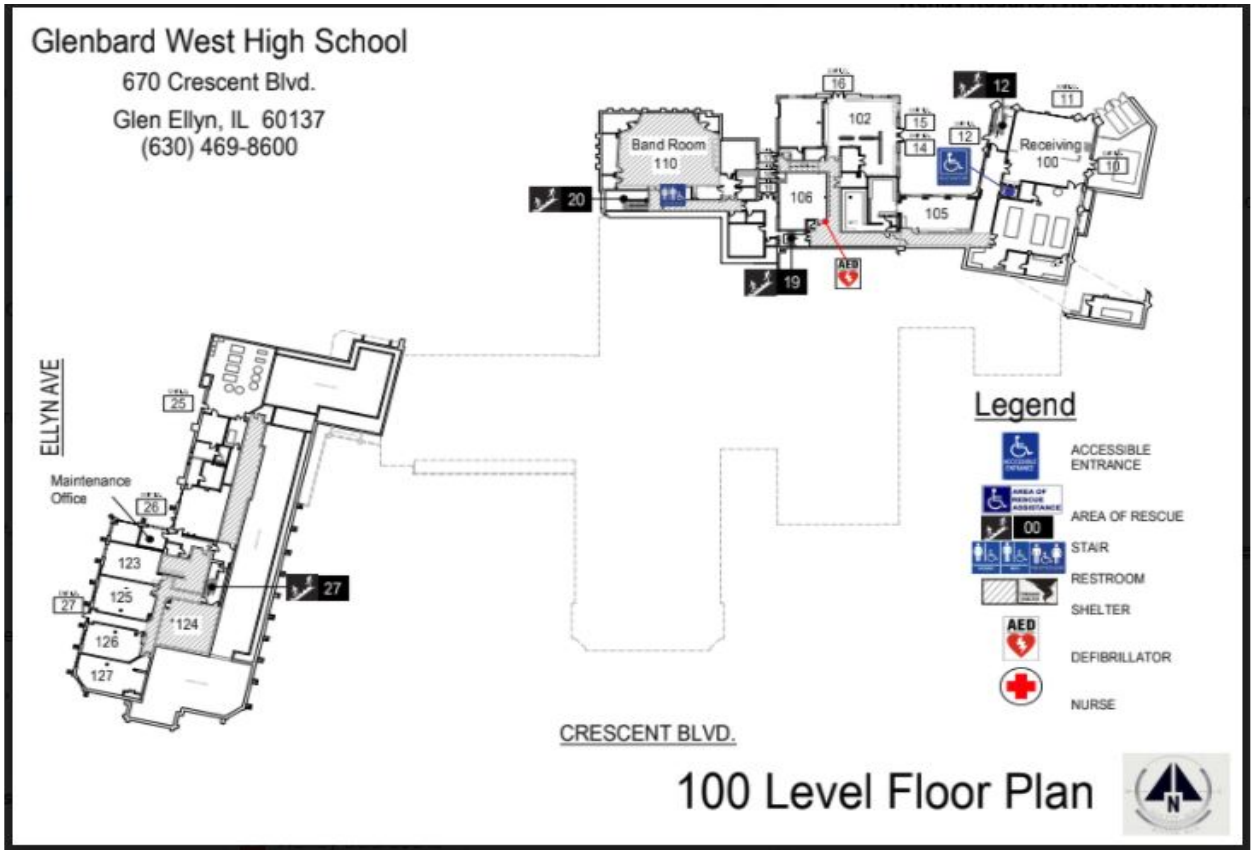
600 Tower- English classroom

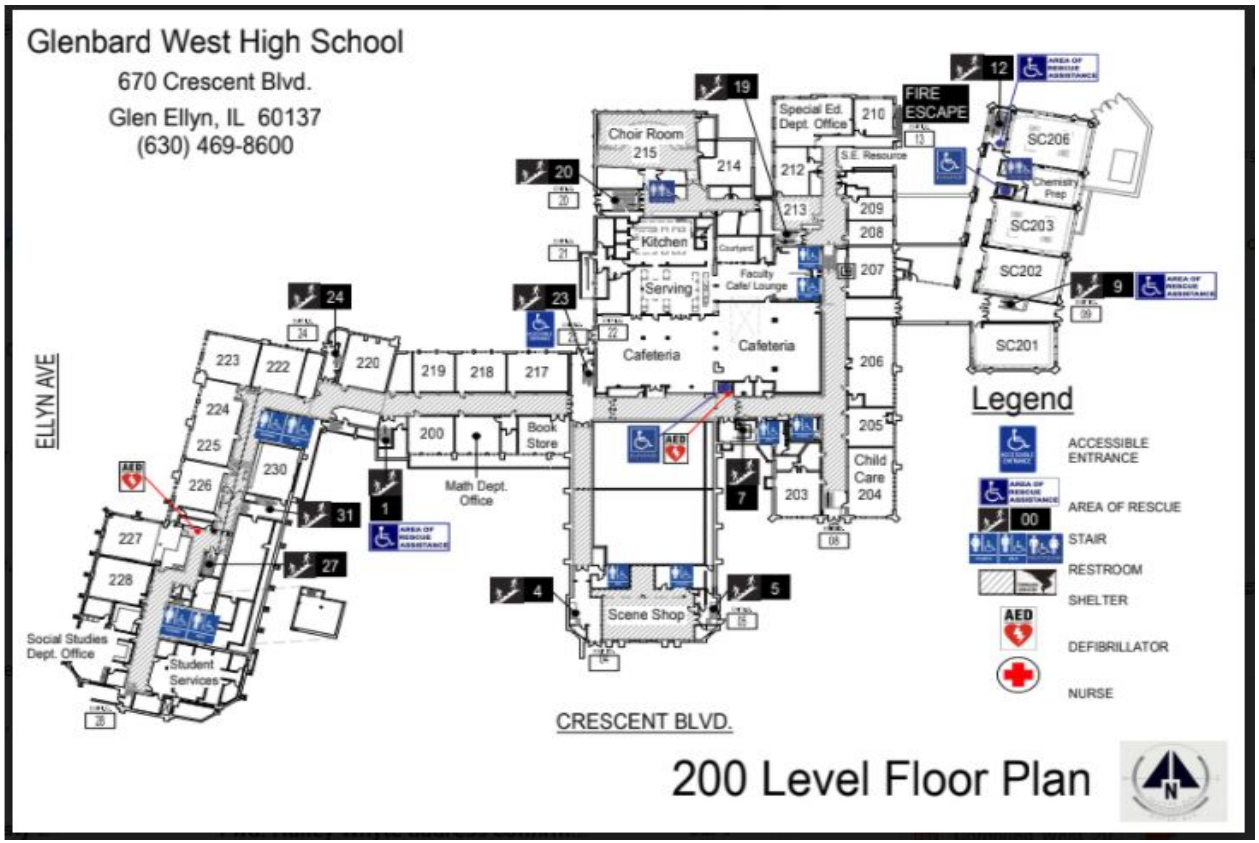
Biester Gymnasium - Girls'/Boys' Locker Rooms

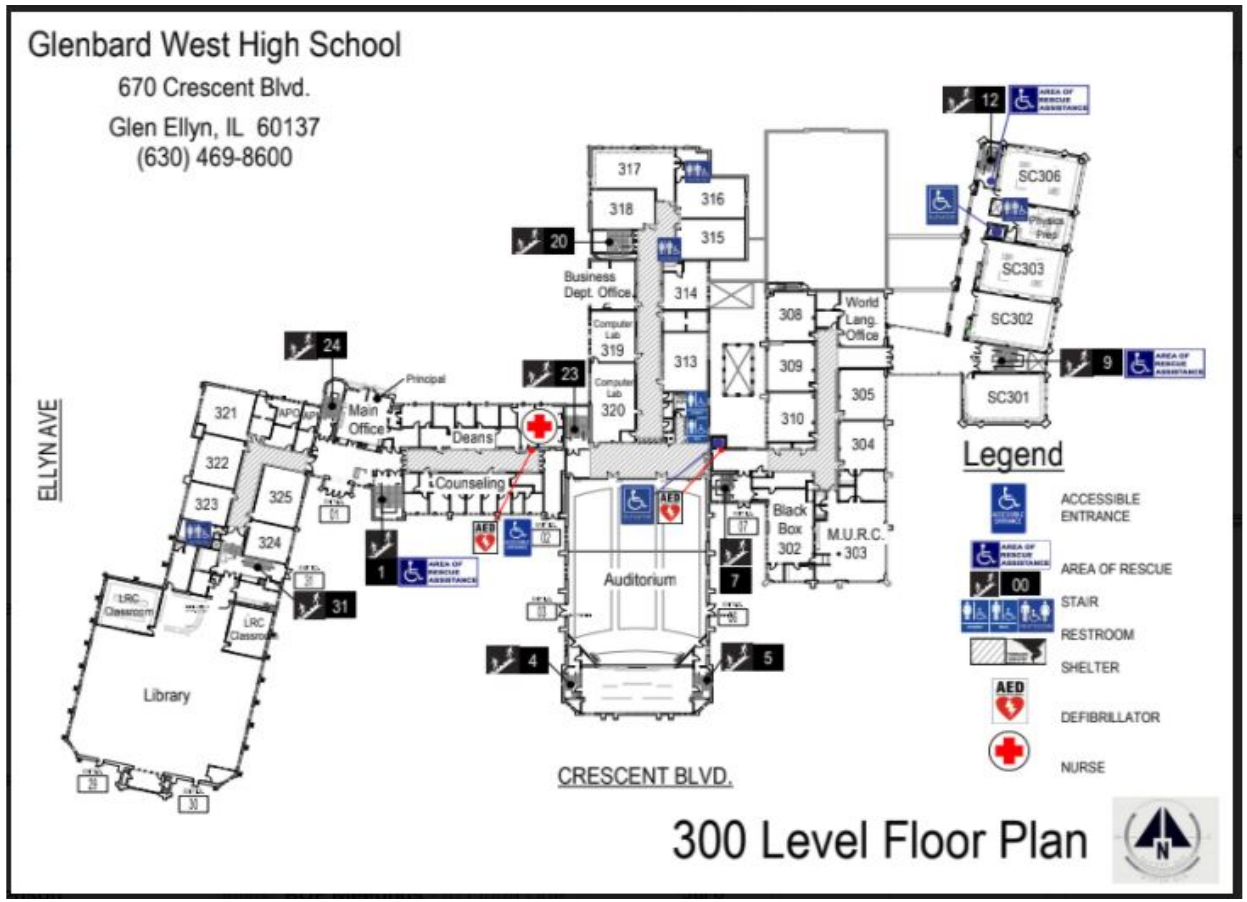
<u>Lockers are located as follows</u>:

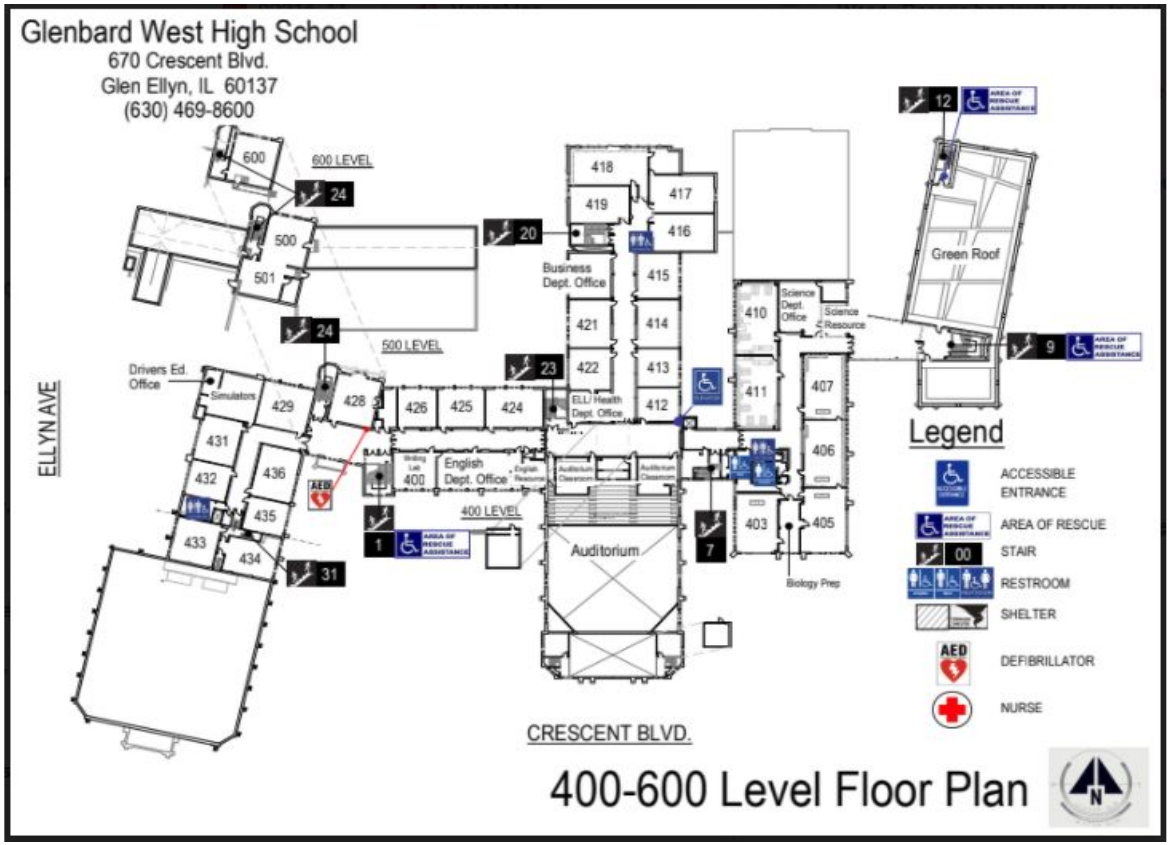
Locker #2000 - 2999	200 level
Locker #SC201 - SC222	200 level Science Wing
Locker #SS201 - SS215	200 level Student Services Area
Locker #3000 - 3999	300 level
Locker #SC301 - SC322	300 level Science Wing
Locker #4000 - 4999	400 level


Glenbard West High School
670 Crescent Blvd.
Glen Ellyn, IL 60137
(630) 469-8600
Duchon Field
Faculty Parking
Visitor Entry
Athletic Entry
Crescent Blvd.
Memorial Field
Varsity Softball
Tennis
Site Plan


Glenbard West High School
670 Crescent Blvd.
Glen Ellyn, IL 60137
(630) 469-8600
Band Room
110
102
106
105
Receiving
100
ELLYN AVE
Maintenance
Office
123
125
124
126
127
CRESCENT BLVD.
Legend
ACCESSIBLE ENTRANCE
AREA OF RESCUE
STAIR
RESTROOM
SHELTER
DEFIBRILLATOR
NURSE
100 Level Floor Plan


Glenbard West High School
670 Crescent Blvd.
Glen Ellyn, IL 60137
(630) 469-8600
ELLYN AVE
CRESCENT BLVD.
Choir Room 215
214
Special Ed. Dept. Office
210
FIRE ESCAPE
S.E. Resource
212
213
209
208
207
206
205
Child Care 204
203
Kitchen
Courtyard
Serving
Faculty Cafe/ Lounge
Cafeteria
Cafeteria
SC206
Chemistry Prep
SC203
SC202
SC201
223
222
220
219
218
217
224
225
226
230
227
228
200
Book Store
Math Dept. Office
Social Studies Dept. Office
Student Services
Scene Shop
Legend
ACCESSIBLE ENTRANCE
AREA OF RESCUE
STAIR
RESTROOM
SHELTER
DEFIBRILLATOR
NURSE
200 Level Floor Plan


Glenbard West High School
670 Crescent Blvd.
Glen Ellyn, IL 60137
(630) 469-8600
ELLYN AVE
CRESCENT BLVD.
Library
Auditorium
Main Office
Principal
Deans
Counseling
Business Dept. Office
Computer Lab
Black Box 302
M.U.R.C. 303
World Lang. Office
Physics Prep
LRC Classroom
Legend
ACCESSIBLE ENTRANCE
AREA OF RESCUE
STAIR
RESTROOM
SHELTER
DEFIBRILLATOR
NURSE
300 Level Floor Plan


Glenbard West High School
670 Crescent Blvd.
Glen Ellyn, IL 60137
(630) 469-8600
600 LEVEL
500 LEVEL
400 LEVEL
ELLYN AVE
CRESCENT BLVD.
Business Dept. Office
Green Roof
Science Dept. Office
Science Resource
Drivers Ed. Office
Simulators
ELL/ Health Dept. Office
English Dept. Office
Auditorium
Biology Prep
Legend
ACCESSIBLE ENTRANCE
AREA OF RESCUE
STAIR
RESTROOM
SHELTER
DEFIBRILLATOR
NURSE
400-600 Level Floor Plan

STUDENT INFORMATION

Activity Pass
An Activity Pass allows students admittance to all home athletic contests and is included in the registration fee. The pass does not include admission to musicals, plays, 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.

iPad Help Center
The 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.

Bulletins
The West Wind will be telecast each Monday at the beginning of period 2. 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. Mitchell, Assistant Principal for Student Services.

Cafeteria
The Glenbard West Cafeteria is operated by Sodexo and provides a variety of items ranging from hot and cold lunches, beverages and snacks for students. 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.
2. DEPOSIT DISPOSABLES IN WASTEBASKETS/RECYCLE.
3. Return tray and washable utensils to the appropriate place.
4. Carefully clean up spilled food and/or broken utensils. The custodian will provide brushes, mops and dustpans as needed.
5. FOOD MAY NOT BE TAKEN OUT OF THE CAFETERIA.
6. Students will only be permitted to enter and leave the cafeteria at the start, midpoint and end of periods four, five, six, and seven.
7. Because of classes in session, students from the cafeteria may use only the washrooms located at the East end of the 200 floor.

Cafeteria Prepayment
Notice of Procedures – The food services department uses a computerized point of sale program, which enables parents to prepay for meals. To use the program, students scan their ID to deduct the food cost from a prepaid balance. Similar to a debit card, the system will not accept charges or allow negative balances. Students can monitor the balance by asking the cashier as they proceed through the line. Students are also allowed to make daily purchases with a credit card.

Cafeteria Prepayments Using the Internet – A link to a secured website service for submitting prepayments using the Internet can be found at www.glenbard.org. The website accepts credit cards and uses the student ID number to enter deposits into the District 87 cafeteria prepayment system. After creating an account, the balance can easily be checked. 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 *2019-2020 Change*
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 head scarves and bandanas • **Hoodie sweatshirts** (wearing the hood overhead is allowed, but the face must be visible to the school staff) Wearing of a hat/hood/non-religious headwear is always permitted in designated areas during the school day; cafeteria, hallways during passing periods, and study halls. Wearing a hat/hoodie/nonreligious headwear in the instructional environment will be at the sole discretion of the classroom teacher.

Equity
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).

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.

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 student lockers without notice to, or consent of the student. Additionally, these searches may also include desks, parking lots, and other school property and equipment, as well as personal effects left in these places.

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

Lost & Found
A student who finds any lost article in the school or on campus should take it to the Library 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.

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 or at their local post office. Students must register within 30 days before or after their birthday.

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 requests in writing to the Assistant Principal for Student Services **within the first 30 days of school** that identifiable images of his or her child not be used, Glenbard has the right to participate in publicity actions as stated above. Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes examples such as information/photograph for the yearbook, award listings such as honor roll, and class project 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 study hall are expected to bring the books and materials necessary to spend the period working quietly. They may work on assignments or read books, magazines or other publications. They may not play cards, use electronic devices or in any way disturb

other students. 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 during their study hall period. Students must first report to study hall and may leave to these locations on passes. Failing to follow the sign-in procedures will result in Dean's consequences which range from detentions to suspensions.

Work Permits
Work permits for students under the age of 16 may be secured in the registrar's office. A form is to be picked up and filled out by parent and employer and returned to the Registrar's office. Students must be present to sign the 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.

Academic Resource
Students who have study halls are able to access Academic Resource Assistance within each teacher's department. When students struggle in a subject area, they may be assigned to an academic resource during their study hall. A schedule of times and locations are posted in the building and on our web page.

Adult Mentor Program
Glenbard West faculty and non-certified staff have developed a voluntary adult mentoring program for freshmen and sophomore students who struggle with high school. Adult mentors are charismatic adults who will check in with students periodically to assist them with school work, and participation in extracurricular activities. Please contact the School Counseling Office if you would like assistance from this program.

AP Resource Center
The AP Resource Center is 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!

Lunch Intervention
The school day schedule features an eight period day comprised of 48 minute periods. A major goal of this change will be to provide students a greater opportunity for success. During lunch periods, Glenbard West will provide academic support available to students who may be struggling in class. Students may be assigned or voluntarily utilize 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. Students are referred by their counselors to this program.

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 social-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 and future 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.

2019-2020 COUNSELOR ASSIGNMENTS

Counselor	2020	2021	2022	2023
Ms. Sieck	A-Cha	A-Br	A-Ca	A-Bro
Mr. Neberz	Cho-Fat	C-Fe	Ce-Fo	Bu-Far
Mr. Bergantino	Fav-J	Fi-Hi	Fr-Ho	Fat-Juk
Ms. Ochoa (ELL)	K-Mat	Ho-Le	Hu-L	Jun-Ma
Mr. Wiencek	Maz-O	Li-Mon	M-Ng	Mc-Ni
Ms. Rubino *(LS)*	P-Rod	Moo-Ren	Ni-Rod	No-Rami
Ms. Culloton (ELL)	Roe-Tr	Res-Son	Rog-Ste	Ramo-T
Mr. Keely(ELL)	Ru-Z	Sor-Z	Sto-Z	U-Z

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 from the school nurse. The parent/guardian has the option to contact the Attendance Office (630) 942-7480 to excuse their child from school. **See also Policy 7:100 Health Examinations, Immunizations, and Exclusion of Students, Policy 7:285 Allergy and Policy 7:7270 Administering Medicines to Student.**

Physical Education Medicals

1. P. E. Medicals will be issued by the nurse upon request from a licensed physician only. Students will be placed into a study hall with requirements to complete PE Assignments. Students in 0 hour PE are required to attend and observe only.
2. If there is no end date provided on 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 physician.
3. If student was seen in Immediate Care or Emergency room with a referral to another doctor, student has 2 weeks time to either present a follow up doctor's note or appointment card.

4. Students who do not provide medical updates as requested will return to PE with status of Observing Only and will continue to complete PE Assignments.
5. Students will only be permitted to return to PE participation if the doctor has provided an end date for P.E. medical with written clearance for participation.
6. Parent excuses are acceptable up to three (3) days per semester.
7. Physician may FAX the medical excuse to the school nurse at 630-942-7559.

LIBRARY MEDIA DEPARTMENT
www.westlibrary.org

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, audio books, 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 for a shorter period of time. Because eating and drinking are not permitted, students may leave the library once their research is complete.
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. Eating and drinking are not permitted.
3. Designated quiet study areas and group work areas should be respected.
4. Students are expected to use their time productively. This may include homework, reading, or using library media materials.

TECHNOLOGY

Several Macintosh and Pentium-based personal computers are available throughout the campus for student use.

File Saving/First Class

Students may save their work to their *First Class student account. They are responsible for the security of their log-in and password. The First Class account allows student to:

1. Send messages to staff members in your building and other students while in the building.
2. Receive messages from staff members in your building.
3. Create a personal calendar with events and reminders.
4. View building calendars.
5. Store files (temporary file storage).
6. Store Internet bookmarks.

*Students may access this through the school website.

Schoology

Schoology is an online learning, classroom management, and social networking platform intended to improve learning through better communication, collaboration, and increased access to curriculum and supplemental content. Glenbard 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), 319, 320, 500, the Music Lab, and the Library Media Department.
Technology
Use guidelines and rules cover all computer labs and any other student-use computer at Glenbard West.

1. 2. The Business Labs (rooms 319 and 320), the Art Lab, and the Music Lab are supervised by teachers in these departments.
3. 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 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.

Internet Training
As the Internet is incorporated into the classroom and independent use, we feel it will be important to give our students training and instruction on the proper use of the Internet at West. Freshmen and Seniors will receive Internet as well as 1:1 device training during the iPad deployment training session. Sophomores and Juniors should have already received this training.

Printing Guidelines
1. Students may print 5 pages per period, for class use, at no charge. Students must pay 10 cents/page for any additional printouts.
2. Students must pay 10 cents/page for any personal printing. Color printing may require an additional charge.
3. Students have the option of saving information to disk, flash drive or a central file server at selected student Internet terminals throughout the building. Students are responsible for their own storage media.
4. Lengthy projects may be printed without charge with the supervisor's permission.

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 and 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 email 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 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 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 view 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 which are obscene or pornographic in nature, or which is discriminatory or derisive to any person or group of persons based upon race, gender, age, or disability.

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 recording without the consent of the people in the recording.

Technology Device Training and Support
To support our students when they receive their iPad in August, each student is required to take part in a training program during their Back-to-School day. This training is conducted by a teacher and focuses on basic functions and setup, appropriate use, First Class email, PowerSchool, etc.

If students encounter a problem with their District-leased iPad, they should report to the iPad Help Center (Room 202). 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 administrator 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 sophomores, 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 $200.00 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 and Bullying Tip Line
The School Violence and Bullying Tip Line (630) 942-7406 is for students and others to anonymously report threats of school violence and/or bullying behavior. Posters are available through the Attorney General's Office or through his home web page at www.ag.state.il.us/program/school/tipline.htm. The Attorney General's Safe to Learn (www.ag.state.il.us/program/school/safetolearn.htm) homepage contains a number of links that may provide additional, helpful resources. Students who wish to report a potential act of school violence at Glenbard West may also leave an anonymous message with our Police Liaison Officer at (630) 942-7463.

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, security staff, and custodial) or employee of Illinois Central School Bus. 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. card for the current school year will be issued during the registration period in late August. After school starts, replacement cards are available in the Library for a fee of $2.00.

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.**

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. **Parent/guardian 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. Student's personal illness
   b. Serious illness and/or death in the immediate family
   c. Family emergency situation.
   d. Observance of 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 are 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.

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
Unauthorized absence/truancy does not merit "make-up" privileges. If a test or assignment is missed due to an unauthorized absence/truancy, a grade of "0" may be recorded.

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 truancies may be denied credit for the course. Generally, each step would correspond to one truant absence. After the first truancy a student will be given a warning and a truancy letter will be sent home. For every subsequent truancy, 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, 10% 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, a behavior report may be initiated by the teacher requesting a drop of the students from that class. The Dean will then consider the request.
b. If 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.

c. Students more than 10 minutes late for class will be marked truant for the period. Students who are truant absences from study hall will be issued after school consequences ranging from detention to an Extended Day Detention.
d. Students participating in school sanctioned field trips must complete parent permission slips at least one week prior to the scheduled trip.
e. Students, **except for freshman** 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 a 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 Hero 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. Hero keeps records of all student tardies. 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. Hero 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+	Dean Contract	Dean Contact

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

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). 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 of 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.
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 constitute 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 gang while on campus or at a school-related event.
    d. Any other activity in furtherance of the gang, which violates Board policy. The penalty for the first incident of gang activity may result in a suspension of up to five days. The second incident will result in a suspension of up to ten days. A third incident will result in an automatic ten-day suspension and may include a recommendation to the School Board for expulsion from Glenbard Township High School District 87.

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 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, security 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. **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.**
26. **Theft/Possession of Stolen Property- T**heft 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.
27. **Trespassing-** This also includes the unauthorized presence of a student on any Glenbard D87 campus during the period of his/her suspension/expulsion.
28. **Vandalism**
29. **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
    d. Look-alike weapons.

DISCIPLINARY CONSEQUENCES

When students violate the rules of Glenbard West High School, specific consequences will result. The consequences will be determined on a case by case basis with regards to the type, severity and/or frequency of the offense and are not precedential in nature. Each of the disciplinary actions described below apply whenever a student's behavior is reasonably related to 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 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 a contract 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 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.

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 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.

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Students Search and Seizure
To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school 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-eight (28) sports school funded. There is also a 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.

ATHLETIC OFFICE FAX: (630) 469-8608
SCHEDULES OF ATHLETIC PROGRAMS, REFER TO
https://il.8to18.com/glenbardwest/

COACHING STAFF

Assistant Principal for Athletics	Joe Kain
Assistant Athletic Director	Pete Mastandrea
Head Athletic Trainer	Jen Melzer

Sport	Coach
Badminton	Ms. Gatz
Baseball	Mr. Schultz
Basketball (Girls)	Ms. Faulkner
Basketball (Boys)	Mr. Opokar
Cheerleading	Ms. Gatz
Cross Country (Girls)	Mr. Hass

Cross Country (Boys)	Mr. Nugent
Dance Team	Ms. Johnson
Field Hockey	Ms. Judge
Football	Mr. Hetlet
Golf (Girls)	Ms. McGrane
Golf (Boys)	Mr. Hezlett
Gymnastics (Girls)	Mr. Fuentes
Gymnastics (Boys)	Mr. Novakowski
Lacrosse (Girls)	Ms. Finfrock
Lacrosse (Boys)	Mr. Nuss
Soccer (Girls)	Mr. Szyszko
Soccer (Boys)	Mr. Kusmierz
Softball	Ms. McGrane
Swimming (Girls)	Mr. Ritchie
Swimming (Boys)	Mr. Flamion
Tennis (Girls)	Mr. Graham
Tennis (Boys)	Mr. Keely
Track (Girls)	Ms. Hass
Track (Boys)	Mr. Schweighardt
Volleyball (Girls)	Mr. Mastandrea
Volleyball (Boys)	Ms. Giunta Mayer
Wrestling	Mr. Posegay

The West Suburban Conference is dedicated to maintaining and improving the quality of athletic competition and sportsmanlike conduct by both spectators and athletes. To this end it has formulated specific guidelines for all those involved in athletic contests:

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 o
of the word.

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 which 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.



Chris Mitchell
Assistant Principal for Student Services
(630) 942-7461

ALL DANCES

Like to dance? You will get many opportunities this year to show off your favorite steps and meet new friends at this very popular activity at Glenbard West. 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.**

4. Students should not bring purses, backpacks, or valuables to dances.

CLUB/SPONSORS 2019-2020

Aerospace Club	E. Szarzak
Anime	B. Ortega
Asian Club	L. Tsou
Band *(Pit Band/Pep Band)*	J. Walsh/B. Ortega
Bass Fishing Club	N. Eckman
Best Buddies	A. Tranchita
Black Student Association	D. Bass
Cheer	M. Gatz
Chess Club	S. Liechty
Choir	A. Jeffrey
Class Sponsor (Freshman) Class of 2023	A. Monahan
Class Sponsor (Sophomore)Class of 2022	M. Rio
Class Sponsor (Junior) Class of 2021	M. Pulido
Class Sponsor (Senior) Class of 2020	K. Brandt
Dance Team	M. Johnson
Delta Epsilon Phi (German)	A. Washburn
Dice-It-UP Games Club	B. Medic
ECO Club	E. Lindberg
Fashion Club	A. Monahan /A. Krol
FCCLA Club	M. McBride
FIFA (Soccer Club)	A. Sanchez
Forensics	K. Gwizdala
French Club	L. Roy/G. Casey
Future Teachers of America (GIVS)	J. Kelly
German Club	A. Washburn
Glen Bard Newspaper	C. Fritts/ L. Kammes-Bumm
Glenbard Global Giving	D. Kim
Glenbard West Historic Society	S. Wiersum
Global Connect	K. Brandt
G.L.O. (Glenbard Latino Organization)	M. Belgrave/A. Sanchez
Greenies Recycling	D. Robinson
Interact Club	J. Kelly
Internet Production Club (IPC)	A. Hendricksen
International Club	E. Henryr
Investment Club	F. Troianiello
Jam Club	N. Szarzak
Jazz Band	B. Ortega
Key Club	B. Peterselli
La Societe Honoraire de Francais	J. Callicoat/L. Roy

Math Team	N. Eckman/J. Schmeski
Medical Club	E. Brennan
Model United Nations	R. Kotrba
My Voice	T. Shah
National Honors Society	M. Rio
Operation One World	M. Pulido
Orchesis	M. Johnson
Orchestra	B. Ortega
Pinnacle (Yearbook)	M. Rio/S. Liechty
Political Science	S. Zanyas
PRISM	E. Szarzak/N. Szarzak
Scholastic Bowl	K. Sutton
Science Olympiad	D Haswell/B. Medic
Senior Mentors/Link Crew	T. Shah/N. Slowinski
Sociedad Honoraria Hispanica	A.Sanchez/ T. Dohrer
Spanish Club	G. Casey
S.T.E.M.	S. Byrne
Steppers	A. Cooper
Student Council	E. McGann
Students for Students (SFS)	A. Meyer/B. Mazzone
Students for the Protection of Animals	J. Broccolo
Target Success	J. Poll
That One Group (TOG)	T. Posegay
Theatre	M. Fox/M. Moran
Toadies	R. Matz
TV/Broadcast Club	G. Casey
West Spirit/Super Fans	J. Walters/ F. Trioaniello
West Student Leadership	M. Okerman
Yoga Club	P. McCluskey
Young Conservatives	S. Liechty

PARENT ORGANIZATIONS

We are an organization led by Glenbard West students, staff and parents. Our mission is to allow students and parents to be involved in social, service and safe extracurricular activities. With events ranging from the Glenbard Parent Series (GPS) to the Circle Drive Dance and a Post Prom Party, there is something for everyone. We invite all parents and students to be a part of West Nation!

West Nation Student Pass

Purchase a $20 pass to cover your student's admission to 4 West Nation sponsored events:

- Circle Drive Dance
- Punt Pass and Kick Event
- Dodgeball
- Spring Fling Event

**admission without pass to each event is $10*
**purchase a student pass at GBWNation.com or at Registration*

West Nation Events & Volunteer Opportunities

Listed below are the various events we sponsor to engage students in service, safety and the support of our Glenbard West Community. Parent volunteers play an essential role in the success of our activities.

- Registration Assistance
- Newsletter Foldings
- Circle Drive Dance
- Punt Pass Kick Event
- Staff Appreciation Dinner
- ACTS (Advocating Character Through Service) – Glenbard Gratitude Day, Valentine's for Vets, President's Day of Service
- Dodgeball
- Live Life Well Breakfast
- Father Daughter Dance
- Post Prom Party
- Spring Fling Event

Visit www.GlenbardGPS.com for information about our nationally recognized speaker series for parents, students, educators and community members. All events are free and open to the public.

West Nation Donations

General donations are greatly appreciated to help fund our numerous activities throughout the year..

Please visit www.GBWNation.com to purchase a student pass, volunteer or DONATE to West Nation.

West Nation Board Members

President: Jennifer Larrison
Vice President: Julie Saldewski
Treasurer: Sally MacDonald
Secretary: Jill McCormack
Social Media: Marilyn Zydlo
Post Prom: Julie Humble
Community Projects Coordinator: Gilda Ross

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." The Board of Directors interprets this purpose in its broadest sense. The Boosters Club is the only club that supports ALL school activities. Funds are generated by the membership fee, merchandise sales, special events and contributions from friends. The club administers for the school district the sale of Activity Tickets to parents and family members under high school age.

Officers for 2019-2020

Presidents	Mary and Rich Yangas
1st Vice Presidents	Linda and Mike Sear
2nd Vice Presidents	FillPatti and Jim Campanella
Secretary	Fran Morof
Treasurers	Denise Harrington
Past Presidents	Joy and Bill Tyburk

The Boosters will sponsor many fundraisers this year, including The Homecoming Pancake Breakfast, Pack the Place and Senior Showcase, 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

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 to help supplement the cost of tuition for forensics summer camps to scholarship applicants
* 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 2019-2020

President	Wendy Griffin
Volunteer Coordinator	Claire Metcalf
Secretary	Melissa Pauer
Communications	Sheila Karp
Membership	Robin Schilling
Treasurer	Eileen Bender

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: Curtainraiser 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 Floral Symphony (Flower Show), the Holiday Greens Sale, Barone's Gift Certificates, Concession Stand, and others.

Officers for 2019-2020

President	Kim & Jeff Laird
VP Band	Susan Blatt
VP Choir	Amh Raczka
VP Orchestra	Lynne Morris
Student Account Treasurer	Heidi Hoppe
Secretary	Elizabeth Talbott May

For more information on our Glenbard West Association of Music Parents (AMP) visit: www.glenbardwestamp.org

ACADEMIC INFORMATION

Policy 7:215
Academic Honesty

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

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

Administrative Procedure 7:215-R1
Academic Honesty

The Administrative Regulations outline the definition of the following:

A. Plagiarism includes but is not limited to:

1. Copying a phrase, statistics, a sentence or a longer passage from a source and presenting it as your own, including any use of language translators.
2. Summarizing or paraphrasing material on ideas without acknowledging the source.
3. Submitting another student's/person's work as your own.
4. Submitting an assignment that you collaborated on with others but claim as your own.

B. Academic dishonesty includes but is not limited to:

1. Allowing other students to use your work, including students' work on computers.
2. Inventing sources.
3. Providing inaccurate documentation.
4. Falsifying information.
5. Using any type of cheat notes or other materials, which are not permitted during a quiz or test.
6. Copying a part or all of another student's/person's quiz or test or computer work.
7. Copying or having someone other than the student prepare homework, papers, projects (i.e. photos, sound, multi-media, music, artwork, etc.) for which credit is given.

8. Obtaining or accepting a copy of tests or scoring devices.

9. Giving test questions or answers to students in a later class or receiving test questions or answers from a member of an earlier class.

10. Accessing restricted computer files without authorization.

11. Copying computer materials or software in violation of copyright law.

C. Consequences include but are not limited to:

1. Students caught cheating on a test or quiz will receive an automatic zero

2. Teachers will explain consequences for cheating on daily work, but flagrant repetition of dishonesty on daily work may result in an "F" for the semester.

3. A student plagiarizing an assignment or project (other than daily work) for the first time may receive a zero for the assignment and will be required to redo the assignment.

4. The teacher will determine the weight of the grade for the second effort. A student failing to do the work will receive a second zero.

5. The teacher will contact or conference with the parents of the student and notify the Dean regarding any student's academic dishonesty.

6. A repetition of such an offense in the class will result in an "F" for the semester.

7. In cases of plagiarism and copyright infringement, a student must face any additional consequences resulting from legal or other action brought by the individual or institution against whom the offense is made.

8. Instances of academic dishonesty may also result in suspension or expulsion.

Policy 6:300
Graduation Requirements

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

1. **Language Arts –** Eight Semesters. These studies must include 7 semesters of English and 1 semester of Speech; four semesters of writing intensive courses are required.

2. **Social Studies** – Six Semesters. These studies must include 2 semesters of United States History and one of an American Government (Civics) course and instruction in state and local government. The student must pass an examination on the Constitution of the United States and the State of Illinois, the Flag Code, and the Declaration of Independence.

3. **Mathematics** – Six Semesters. Two of the semesters must constitute Algebra I and two of the semesters must include geometry content.

4. **Science** – Six Semesters of laboratory science.

5. **Cultural Education** – One Semester. These studies include courses in Art, Music, Speech Arts, or Foreign Language.

6. **Applied Arts** – One Semester. These studies include courses in Family and Consumer Sciences or Industrial Technology or Business Education or the Technology Center of DuPage (TCD) or Cooperative Education.

7. **Health Education** – One Semester.

8. **Driver Education** – Classroom instruction. A student must have passed 8 semester courses during the 2 semesters immediately preceding enrollment in Driver Education. Approved Driver Education courses taken outside of Glenbard may count towards the graduation requirement, however, credit will not be earned for Driver Education instruction taken outside of Glenbard unless the course is taken at a high school and meets Glenbard's curriculum requirements. Prior approval must be obtained from the guidance counselor. Students taking Driver Education outside of Glenbard must be enrolled in a Physical Education class in lieu of the Driver Education course.

9. **Consumer Education** – One Semester of instruction.

10. **Physical Education** – Six Semesters.

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

1. Maintaining a description of all course offerings that comply with the above graduation requirements;

2. Notifying students and their parents/guardians of graduation requirements;

3. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.

4. Taking all actions necessary for the implementation of this policy.

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

Participation in Graduation Ceremonies by Special Education Students

A student eligible to receive special education services pursuant to the Individuals with Disabilities Education Act (IDEA), 20 U.S.C 1400 et seq., who will have completed four (4) years of high school at the end of the school year must be allowed to participate in the graduation ceremony and other graduation activities with his/her graduating class, at the discretion of the student and his/her parent(s)/guardian(s).

If the student's individualized education program (IEP) prescribes that the student is entitled to continue to receive special education and/or related services beyond the student's four years of high school, he/she may receive a certificate of completion in lieu of a diploma during the graduation ceremony. The Superintendent or designee is

responsible for providing students receiving services under IDEA and their parent(s)/guardian(s) with timely and meaningful notice of this policy.

Early Graduation

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

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

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

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

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.

Policy 6:280
Promotion

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

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

Administrative Procedure 6:280-R1
Assignments of Grades and Credit

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

A student who successfully completes a semester course, including Driver Education, shall be awarded ½ credit. Credit will not be given for Driver Education instruction taken outside of Glenbard unless the course is taken at a high school and meets Glenbard's curriculum requirements. Prior approval must be obtained from the guidance counselor.

B. A student who successfully completes both semesters of a year course shall be awarded 1/2 credit for each semester.

C. A student who drops a year course at the end of the first semester due to unforeseen circumstances shall be awarded 1/2 credit if the semester's work is satisfactorily completed.

D. A student who passes the first semester and fails the second the semester of a year course shall be awarded 1/2 credit for first semester.

E. A student who fails the first semester may continue into the second semester. A student who passes the second semester is not required to repeat the first semester but may select a different course to meet the graduation requirement. The one exception is U.S. History where the student must repeat the first semester.

F. A student who receives an incomplete grade must make up the incomplete grade during the succeeding semester. Incomplete grades given for the second semester must be made up by the end of the summer school session. If the work is not completed during the specified time, a failing grade must be assigned for the missing work, the semester grade determined by the teacher and reported to the registrar to be recorded.

G. Students may repeat for credit a course previously failed, but should do so during summer school session in order to be promoted to the next grade level.

Administrative Procedure 6:310-R7
Dropping Courses

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

A. A student may drop a course up through April 30th of the school year preceding their enrollment in a specific course. After that date, the master schedule will be set and only Guidance Department initiated schedule changes can be made until the start of the new school year.

B. After the school year begins, no class changes will be made except for the following: 1) Failed a class/Lack of pre-requisite skills, 2) Level change recommended by the subject area Department Chair, 3) Error in Registration/Placement. Students with less than 300 minutes of daily instruction will be added to a course on a space available basis or a study hall.

C. During the term of a student's enrollment in a course, that student may be administratively dropped for disciplinary or truancy reasons.

Policy 6:281
Grading

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

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;
- the teacher agrees to allow the student to do extra work that may impact the grade;
- an inappropriate grading system used to determine the grade; or
- an inappropriate grade based on an appropriate grading system.

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

WEIGHTED GRADING

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

Administrative Procedure 6:281-R1
Grading

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

Students from Foreign Countries and Home Schooled Students

Students from foreign countries and home schooled students applying for admission to a Glenbard High School will have their records, transcripts and materials evaluated for

credit to meet the Glenbard graduation requirements. A student may be required to take a proficiency test to determine appropriate credit and placement.

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

Reporting to Parents

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

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

1. Parent-teacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/guardian(s).

   Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.

2. The Lunch Intervention Program (Tier II Intervention) monitors the progress of students who have a failing grade every 3.5 weeks of each school semester. Parents will be notified by phone and email of students who will be assigned to the Lunch Intervention.

3. Additional methods for reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of each Building Principal.

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

Promotion and Remediation

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

Administrative Procedure 6:281-R2

Grading System

Grade Reports

A. A grade shall be issued at the end of each semester and entered in the student's permanent record. The semester grade shall represent a weighted composite of the coursework throughout the semester and a final examination. The final examination shall make up no more than 20% of the semester grade.

B. The District shall provide an online gradebook program that students and parents can access to monitor grades in progress throughout the semester, as well as the final grade issued at the end of the semester.

Grades

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

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

Administrative Procedure 6:280-R3
Recognition of Academic Achievement

A. Recognition of academic honors for graduating students shall be based on the student cumulative grade point average achieved at the end of the semester preceding graduation (normally the 7th semester).

B. Three categories of honors shall be Highest Honors, High Honors, and Honors. Highest Honors recognition shall be given to students with a 5.0 or higher cumulative grade point average. High Honors recognition shall be given to students with a 4.5 or higher but less than 5.0 cumulative grade point average. Honors recognition shall be given to students with a 4.0 or higher but less than 4.5 cumulative grade point average.

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

Grade Point Average and Class Rank

A. Grade point averages computed to four decimal places:

1. Students enrolled in designated honors courses shall be given 1 additional grade point for each semester grade of "3", "4", or "5" earned in those courses when GPA is computed.
2. When students take a course for the second time, only the higher of the two grades will be counted for GPA, with both attempts appearing on the transcript.

B. Students are not ranked based on GPA. Only the highest weighted and unweighted GPA of each class will be reported to colleges and universities. No rank order will be curated by the schools or used for recognizing students.

Administrative Procedure 6:280-R6
Honor Roll

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

Honor Roll Classifications

A. Students whose semester grade point average is 4.8 or higher, on a scale of "A" being 5.0, shall be named to the High Honor Roll.

B. Students whose semester grade point average is 4.0 to 4.79, on a scale of "A" being 5.0, shall be named to the Honor Roll.

Computation of Honor Roll

A. A student must carry a minimum of 2.0 credits per semester in order to qualify for the honor roll. Beginning with the 2012-2013 school year, a student must carry a minimum of 2.5 credits per semester in order to qualify for the honor roll.

B. Weighted grades earned in appropriately designated courses shall be used to determine honor roll status.

C. A failing grade in any course shall disqualify a student from attaining honor roll status.

Academic Letter & Gold Bar

In order to recognize students for academic achievement, Glenbard students will receive an academic award.

Final Exams for Seniors

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

Administrative Procedure 6:310-R6
Physical Education Waivers

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

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

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

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

a. If the course which will replace the physical education course is a semester course, the student must be a participant in an interscholastic sport or marching band during the semester that the course is taken.

b. In order for a student to enroll in a year course in place of physical education, the student must have participated in interscholastic sports during two different seasons the previous year.

c. If the student participated in an interscholastic sport only during the winter season the previous year (and intends to participate in the same sport the following year), the student may only enroll in a semester course in place of physical education.

d. If the student has not participated in athletics or marching band in the previous year, but is going to participate in the future and wants to be considered for a waiver, he/she must have the Coach or Director's signature to verify planned participation. Participation will be checked during the first week of eligibility and students not on the list must enroll in Zero Hour P.E., or drop a course and replace it with P.E.

Interscholastic Athletics / Marching Band In-Season Study Hall

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

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

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

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

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

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

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

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

Other

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

ATTENDANCE PHILOSOPHY

Our attendance policy is based upon the following assumptions:

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

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

- Our student data management system, PowerSchool will provide daily attendance information for teachers, parents and administrators to view electronically.
- Attendance staff will screen truancies daily and call home for any student who is three or more periods truant within any given day.
- Whenever a student is truant from a class, the Dean's Office will contact the student the following day to confirm the truancy. Truancies will be documented in PowerSchool and a letter to the student's parent will be generated on the next school day.
- **For every truancy (unexcused absence) there will be a contact with the student, an attempt to call the student's parent, a letter sent to the parent and a consequence or intervention with the student.**

- After five truancies and five interventions for an individual course, a student may be denied credit for the course. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Excessive excused absences interfere with student achievement. A student who has excessive absences will be required to provide medical documentation for each absence or meet with the school nurse on the same day in order to excuse absences. During any given semester, when a student reaches over nine absences from a class there will be an attendance conference with his or her Dean and parent contact will be made. Should the student reach twelve or more absences, a doctor's note will be required to excuse further absences. After fifteen absences, a student may lose credit for the individual class. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Any student who has chronic attendance issues will be referred to the DuPage County Truancy agency, Truancy Intervention Program.

Policy 7:70
Attendance and Truancy

Compulsory School Attendance

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

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

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

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.

2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.

3. A process to telephone, within four hours after the first class, the parents/guardians of students who are absent without prior parent/guardian notification.

4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.

5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.

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

10. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

11. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.

12. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2)

authorize all absences and notify the school in advance or at the time of the child's absence.

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

DANCES and SOCIALS

The following regulations apply to dances and socials:

1. Dances and socials are usually open to Glenbard students only. A Glenbard student may bring one guest to a semiformal or formal dance by obtaining a permission slip from the office of the Assistant Principal for Student Services prior to purchasing tickets.
2. Approved student guests attending dances must be at least in ninth grade and under 21 years of age.
3. There is to be no use of tobacco, alcohol, or drugs in the school building or at the event. Violations will result in disciplinary action.
4. After students have been admitted to the dance, students will not be re-admitted if they leave the premises. School rules and regulations are in effect at all dances. Violators will be reported to the administrator in charge and may be subject to disciplinary action.

IHSA SPORT SEASON 2019

FALL

Football	August 12
Cross Country (Boys and Girls)	August 12
Field Hockey (Not IHSA)	August 12
Golf (Boys and Girls)	August 12
Boys' Soccer	August 12
Girls' Swimming	August 12
Girls' Tennis	August 12
Girls' Volleyball	August12

WINTER

Competitive Cheerleading	October 28
Girls' Basketball	November 4
Boys' Basketball	November 11
Boys' Bowling	October 28
Girls' Bowling	November 18
Competitive Dance	October 28
Girls' Gymnastics	November 11
Wrestling	November 11
Boy's Swimming	November 25

SPRING

Track (Boys and Girls)	January 20

Boys' Gymnastics	February 17
Badminton	March 2
Baseball	March 2
Lacrosse (Boys and Girls)	March 2
Softball	March 2
Girls' Soccer	March 2
Boys' Tennis	March 2
Boys' Volleyball	March 4

Policy 7:240
Extracurricular Code for Participants in Extracurricular Activities

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

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

Performance Enhancing Drug Testing

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

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

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

Purpose:

The Glenbard High School District 87 intends to develop good citizenship through both academic and extracurricular programs. In particular, athletic and extracurricular programs provide a practical setting for developing leadership, loyalty, judgment,

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

Application of the Extracurricular Code:

Violations of the Extracurricular Code are limited to incidents of misconduct verified by District 87 staff, law enforcement agencies or an admission of guilt by the student. Direct reports from law enforcement agencies of illegal activity will be investigated. An Extracurricular Code violation is verified if, by the information available, it appears more likely than not that an Extracurricular Code violation has occurred.

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

Expectations:

Student athletes and activity members will:

A. Attend school, practices, contests, and events.

B. Travel on school-arranged transportation for all events away from school except in unusual circumstances approved by the coach/sponsor and provided that a parent/guardian authorization form is signed by the parent/guardian and provided to the coach/sponsor.

C. Comply with IHSA and District 87 eligibility standards.

D. Be responsible for all equipment and/or clothing issued for the activity and the return of such equipment at the end of the activity.

E. Adhere to all rules set forth in Glenbard High School District 87 Student Handbook, Board Policy 7:190 regarding student discipline, and all other Board Policies. A suspension from school may result in an additional suspension from an athletic or extracurricular program.

F. Display conduct becoming of a Glenbard High School District 87 representative, including respect for people and property at all times. In addition, students should recognize that hazing, as defined within Board Policy 7:190, is strictly prohibited by this Extracurricular Code.

Administrators, sponsors and coaches prohibit any and all forms of hazing or initiation rights to a club, activity or athletic team.

G. Abide by activity or team rules as established by the individual sponsors or coaches in consultation with the Assistant Principal for Student Services and the Assistant Principal for Athletics.

H. Not use or possess tobacco products of any kind including, without limitation or exception, any form of e-cigarettes, vaping cigarettes (or similar devices using ground materials, waxes, or oil concentrates for vaping use), and all associated materials.

I. Not use or possess any illegal or controlled substance, including marijuana, alcohol, unlawful drugs, "look-alike" drugs, drug paraphernalia, and/or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state as identified in the Glenbard High School District 87 Student Handbook, Board Policy 7:190 regarding student discipline, and all other Board Policies.

J. Not attend, host, plan or otherwise participate in parties, gatherings, or ride in automobiles, etc., where students are using or in possession of any illegal or controlled substance, including marijuana, alcohol, unlawful drugs, "look-alike" drugs, drug paraphernalia, and/or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state as identified in the Glenbard High School District 87 Student Handbook, Board Policy 7:190 regarding student discipline, and all other Board Policies. If any Glenbard High School District 87 athlete, extracurricular activity or club member attends a party/gathering in which police make arrests for drugs, alcoholic beverages, or any illegal substance, and the student is listed on the police report as an arrest, witness, or attendee, they may be in violation of the Extracurricular Code.

K. Not engage in criminal activity. Criminal activity is defined as any activity that would constitute a violation of any state or federal criminal law, other than a minor traffic offense. A police citation, arrest or ticket may be considered a violation of this provision.

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

Possession: Possession includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to

a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item is not the student's. A police citation, ticket or arrest for possession of any prohibited substance shall constitute possession under this Extracurricular Code. This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

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

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

Procedures for Breach of Extracurricular Code:

A. When a student is found to be in violation of any section or provision of the Extracurricular Code, a consequence will be assigned by the Assistant Principal for Athletics and/or the Assistant Principal for Student Services or designee on a case-by-case basis. These consequences may include but are not limited to:

    1. Warning
    2. Parent/student meeting with coach/sponsor and Assistant Principal for Athletics/Assistant Principal for Student Services
    3. Probation
    4. Suspension from team
    5. Exclusion from team membership

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

B. In the event a student is found to be in violation of Item H of the "Expectations" Section above, sanctions include the following:

    1. For the first violation of this policy, a student will be suspended from 10% of the scheduled contests/events in which he/she is currently

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

2. For the second violation of this policy:

    a. If the student enrolls in and successfully completes an approved smoking cessation program, he/she will be suspended from 20% of the scheduled contests/events in which he/she is currently participating. If necessary, the suspension will be carried over from one season to the next or from one year to the next.

    b. If the student does not enroll in or does not successfully complete a smoking cessation program, he/she will be suspended for the remainder of the current season and from a percentage of contests/activities next season in which he/she participates to result in a total suspension of one (1) full season or event schedule.

3. For the third offense:

    a. If the student enrolls in and successfully completes an approved smoking cessation program, he/she will be suspended for the remainder of the current season/event schedule and from a percentage of contests/activities in the next season in which he/she participates to result in a total suspension of one (1) full season or event schedule.

    b. If the student does not enroll in or does not successfully complete a smoking cessation program, he/she will be suspended for twelve (12) consecutive months from all extracurricular programs.

4. For the fourth offense, a student will be removed from all extracurricular programs for the remainder of his/her high school career.

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

1. First infraction:

    a. If the student enrolls in and successfully completes an approved professional assessment, he/she will be suspended from 20% of the scheduled contests/events in which he/she is currently participating. If necessary, the suspension will be carried over from one season to the next or from one year to the next.

    b. If the student does not enroll in or does not successfully complete an approved professional assessment, he/she will be suspended for the remainder of the current season/event schedule and from a percentage of contests in the next season/event schedule in which he/she participates to result in a total suspension of one (1) full season or event schedule.

2. Second infraction:

    a. If the student enrolls in and successfully completes an approved rehabilitation program, he/she will be suspended for the remainder of the current season/event schedule and for a percentage of scheduled contests/events on the next season/event schedule in which he/she participates to result in a total suspension of one (1) full season or event schedule.

    b. If the student does not enroll in or does not successfully complete an approved rehabilitation program, he/she will be suspended for twelve (12) consecutive months from all clubs and teams.

3. Third infraction:

    a. The student will be removed from all extracurricular programs for the remainder of his/her high school career.

    b. After twelve (12) months, if an approved counselor or substance abuse program is successfully completed, a student may appeal for reinstatement to the Principal or designee. All rehabilitation programs, in order to qualify for purposes of this Extracurricular Code, must have prior approval from the Assistant Principal for Student Services or the Assistant Principal for Athletics.

D. Scheduled contests/events must be completed in order to satisfy the terms of the suspension.

E. Students must be participating members of a team/club by the official starting date for the sport/club. For example, students participating in a winter sport/activity must report for track no more than one (1) week after the completion of their season, as defined by the IHSA, in order to fulfill the participation guidelines.

F. Student athletes must successfully complete their sport/event season in order for the consequence to satisfy the requirements of the Extracurricular Code.

G. Students who self-report an Extracurricular Code violation to the Assistant Principal for Athletics, Assistant Principal for Student Services or designee, sponsor, or coach within seventy-two (72) hours of committing the violation may be eligible for a reduction in the consequence.

1. Violations that occur on weekends or other times that school is not in session must be reported by phone to the appropriate coach/sponsor, Assistant Principal for Athletics, or Assistant Principal for Student Services or designee within the specified time frame.

2. Violations that result in a police citation, arrest, or ticket may not be eligible to be included in the self-reporting procedure.

3. The Assistant Principal for Athletics and Assistant Principal for Student Services or designee will meet with the student who has self-reported to determine the consequence. Factors that will be considered include: previous disciplinary history, magnitude of the violation, and the circumstances surrounding the incident.

4. Self-reporting a violation does not guarantee a student athlete a reduction in consequence.

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

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

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

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

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

GLENBARD HIGH SCHOOL DISTRICT 87
EXTRACURRICULAR CODE AGREEMENT

Student's Name: _____
(PRINT)

STUDENT
My signature below indicates that I have read, understand, and agree to abide by the information in the Glenbard High School District 87 Extracurricular Code. I also understand that the Glenbard High School District 87 Student Handbook, Board Policy 7:190 regarding student discipline and all other Board Policies will remain in effect for one (1) calendar year from the date of signing. This includes winter break, spring break, and the summer months.

FALL _____
(SIGNATURE) (DATE)

_____
(SPORT/ACTIVITY) (LEVEL)

WINTER _____
(SIGNATURE) (DATE)

_____
(SPORT/ACTIVITY) (LEVEL)

SPRING _____
(SIGNATURE) (DATE)

_____
(SPORT/ACTIVITY) (LEVEL)

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

_____
(SIGNATURE) (DATE)

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

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

GLENBARD TOWNSHIP HIGH SCHOOL D87 - AGREEMENT TO PARTICIPATE

Student's Name:_____ ID #:_____ Year: FR, SO, JR, SR
Address:_____ Home Phone:_____
Transfer Student Only:
Previous School:_____City/State:_____Zip:_____

Extracurricular Code Agreement and Concussion Information Acknowledgement

Each student and his or her parent/guardian must read and sign this ***Agreement to Participate*** each year before being allowed to participate in interscholastic athletics or intramural athletics. The completed ***Agreement*** should be returned to the Coach.

1. I wish to participate in the interscholastic sport(s) in Glenbard High School District 87.
2. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.
3. Before I am allowed to participate, I must (a) provide the School District with a certificate of physical fitness (the ***Pre-Participation Physical Examination Form*** from the IHSA or IESA serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, ***IHSA Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent.*** IHSA refers to the Illinois High School Association (IHSA).
4. I acknowledge that I have received a copy of the Glenbard High School District 87 Extracurricular Code. I have read, understand, and agree to abide by all the information in the Extracurricular Code. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules. I also understand that the Student Handbook, Board policy 7:190 regarding student discipline, and all other Board policies will remain in effect for one (1) calendar year from the date of signing. This includes winter break, spring break, and the summer months.
5. I acknowledge that I have received and read the Concussion Information Sheet. I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries,* requires among other things that a student athlete who exhibits signs, symptoms or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.
6. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sports(s) or athletics in which I will be participating and in all travel involved. I agree to hold the District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

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

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

volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sports(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport(s) or athletics.

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

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

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

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

Fall: _____	Winter: _____	Spring: _____
(Student Signature) (Date)	(Student Signature) (Date)	(Student Signature) (Date)
_____	_____	_____
(Sport/Level)	(Sport/Level)	(Sport/Level)

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

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

understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.

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

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

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

http://www.ihsa.org/documents/forms/current/elg_rules_lg.pdf

Illinois High School Association
(For 2019-20 School Term)

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

Key Provisions Regarding IHSA Rules
Eligibility Rules

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

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

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

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 sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

5. **Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth(20th) birthday occurs.

6. **Physical Examination**

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special

remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
   1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
   2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

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

10. Playing in Non-School Competition

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

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

C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Goven ing 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:
http://www.ihsa.org/documents/forms/current/Request%20for%20Accommodation%20Form.

Policy 7:300
Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in the Parent-Student Handbook.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan for I.H.S.A. interscholastic football.
5. The student must agree to follow all rules of conduct.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as the Illinois High School Association (IHSA), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

ILLINOIS STATE SEAL OF BILITERACY PROGRAM

Glenbard Township High School District 87 will participate in the Illinois State Seal of Biliteracy program starting in the 2016-2017 school year. The program recognizes high school graduates who have attained a high level of proficiency in one or more language in addition to English, by designating on a student's transcript and high school diploma his or her receipt of the State Seal of Biliteracy.

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

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

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

Statewide Access to Education for Homeless Children and Youth

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

Glenbard Twp High School District 87 Homeless Liaison
Ms. Janet Cook
(630) 469-9100 or contact the school Assistant Principal of Student Services

The Educational Rights of Homeless Children & Youth

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

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

Who is Homeless?

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

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87
BOARD POLICIES

Policy 2:260
Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.3
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
16. Employee Credit Privacy Act, 820 ILCS 70/.

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

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

Investigation

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will

make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

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

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

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

Appointing Nondiscrimination Coordinator and Complaint Managers

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

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

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

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

Complaint Managers:

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

Human Resources Coordinator
596 Crescent Boulevard
Glen Ellyn, Illinois 60137-4297
(630) 469-9100 ext. 5129

Administrative Procedure 4:110-R1
Transportation Procedures

Eligibility

A. Students residing at least one and one-half miles from school shall be provided free transportation to school. Cases in which there is doubt as to the distance a student resides from his or her school of attendance must be referred to the District's Director of Transportation for measurement and other review. **Distance challenges will be handled by the Director of Transportation for resolution.**

B. Subject to the submission of a petition to the Board of Education, and in accordance with Section 29-3 of the Illinois School Code (105 ILCS 5/29-3), the Board of Education may permit students residing within one and one-half miles from school of attendance to receive free transportation to school where conditions are such that walking, either to or from the school or to or from a pick-up point or bus stop, is determined to be a serious hazard to the safety of the student due to vehicular traffic or rail crossings. Such transportation shall not be provided if adequate transportation for the public is available.

Fee-Based Transportation

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

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

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

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

space, the District will reimburse the fee paying student removed from the bus roster pro-rated.

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

Determination of Bus Zones and Routes

A. Usually in the spring prior to the first year in high school, but no later than the opening of school, every student must complete a student statistical sheet. The statistical sheets must be submitted to the Guidance Office as soon as possible after completion.

B. The District Administrative Center must assign each student to a zone within the appropriate school attendance area. The zone assignment reflects whether or not a student is eligible to ride a bus.

C. Homeless students shall be assigned a bus route in accordance with the McKinney Homeless Assistance Act.

D. The District Transportation Office will establish bus routes taking into account the density of student population in the various zones and the particular needs of each building. The District Transportation Office must list bus routes by school, showing place and time of pickups by route. The route of listings must be forwarded to each building. Data processing on return of the bus report from the bus company, must file them for use in preparation of reimbursement reports.

E. District Data Department will enter information to indicate if the student is eligible to ride a bus.

F. At registration each fall, a student's identification card should be stamped "bus" so that the driver can easily read it. The student must also be provided the bus route that he/she has been assigned.

New Students or Student Change of Address

A. New students or students who enter or have a change of address during the school year must complete a student statistical sheet on which the District Administrative Center must assign a zone number.

B. Such students that are eligible to ride a bus will be provided with an assigned bus route.

C. If a student's change of address results in a change in the student's bus eligibility, the student must get a new student identification card.

Quality of Transportation Service

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

1. Discipline
2. Communication between contractor and school
3. Pickup and departure times
4. Bus loads
5. Adequacy of late bus routes

6. Adequacy of extra-curricular buses
7. Special event scheduling
8. Compliance with all local, State and Federal requirements for operation. This includes reviewing safety reports and driver certification requirements.
9. Bus evaluation drill

Cost of Transportation Service

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

Special Education Transportation

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

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

Bus Rules for Students

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

A. Changing weather and traffic conditions make it impossible for your bus to call for you at exactly the same time each day. Therefore, we recommend that you arrive at your bus stop at least 5 minutes early; and while waiting for your bus, please have respect for other's people property and the roadway.

B. When boarding the bus, have your identification card ready in hand to show to the driver.

C. Conduct while riding the bus:

    1. You may converse quietly with persons sitting near you, but must not annoy other bus riders.
    2. You must not change seats when the bus is in motion.
    3. Under no circumstances may you put your head or arms out of the windows. Windows must not be lowered below the mark shown on the bus.
    4. Treat bus equipment as you would valuable furniture in your home. *Damage to seats, etc., must be paid for by the offender.*
    5. In the case of a road emergency, remain in the bus until instructions are given by the driver.
    6. The use of profane or abusive language will not be tolerated on the bus.
    7. Drivers are not permitted, except by proper authorization by a school official, to stop at places other than the regular bus stop.

8. Smoking or striking matches is not permitted on the bus.

9. Do not push or crowd when loading or unloading; be courteous to fellow passengers allowing front row students to disembark first.

10. Unload only by the front door - the rear door is for emergency use only.

D. The bus driver is responsible for the bus and deportment of riders. If it becomes necessary for the bus driver to ask for your identification card, you are to surrender it without argument.

A. Failure to comply with these regulations may result in suspension of your bus riding privileges or your suspension from school.

TECHNOLOGY

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

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

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

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

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

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

AUP and related materials is not an excuse for a violation or other misconduct. I understand that my student may be disciplined (up to and including suspension and expulsion) and/or subject to other legal action for violations of the AUP and related materials.

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

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

Description of Technology devices to be rented: Annual Rental Fee: $_____

Apple iPad (To be determined by the Board)

Protective Case

USB-1M Apple Lightning Cable

USB-USB Power Adapter/Charger

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

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

1. Ownership. The District retains ownership of the technology device. The device/equipment must be turned over to District staff upon request for content inspection, maintenance, or other administrative or support actions. Renters must provide access and passcodes to the device upon request by any Glenbard staff member.

2. Home Use. The student is permitted to take the device home at the end of the school day. In addition, students that plan to return for the following school year are permitted to continue to use the rental device during the summer months. Students who owe money at the end of the school year will be allowed to retain their device, however, the device will be disabled by the District over the summer until outstanding fees are paid. Note: Students that are enrolled in summer school and have an unpaid balance will be able to use their device while they are in summer school.

3. Reasonable Care. It is the responsibility of the student and his/her parent(s)/guardian(s) to exercise reasonable care over the technology device at all times. This includes, but is not limited to, keeping the device within the assigned/provided case at all times, the duty to secure the technology device in a safe location and to otherwise take reasonable steps to protect the technology device from damage and theft. For example, leaving a technology device in an unsecured location can promote theft, and leaving a technology device unattended in a car, even if secured, can lead to damage from temperature extremes. If a technology device is damaged as a result of the student and/or his/her parent(s)/guardian(s)'s failure to exercise reasonable care, the student and his/her parent(s)/guardian(s) will be responsible for a replacement fee for the technology device.

4. Student Expectations. Students are expected to bring their iPad with them to school every day. The devices must be fully charged, in their provided case and ready to be used when they arrive to school. When necessary, a keyboard will be

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

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

   The deductible fine amounts are as follows:

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

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

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

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

7. Stolen Property Report. Renters understand that failing to return rental items will result in the School District filing a stolen property report with local law enforcement. Unauthorized persons in possession of School District property are subject to prosecution under Illinois law. The rental device is the property of Glenbard Township High School District 87, a state agency; the theft of the provided device may result in felony charges.

8. Rental Fees. The annual rental service fee is nonrefundable. Once the student has taken possession of the device no portion of the fee will be refunded for any reason. Students that transfer in at any time during the year will be charged the full rental service amount. The device rental fee will **NOT** be prorated for the shortened term and will be required to be renewed at the regular price at the start of the next school year.

Permanent Ownership Option. The assigned device may be purchased from the District should a student transfer out of the District or graduate as long as all fees/charges are current; students will be assessed a prorated amount as approved by the Board. At the end of 8 semesters students will own the device upon graduation, again as long as all fees/charges on his/her account are paid in full. When a device is purchased from the District, the ownership of the device will be transferred to the parents/guardians/student. Once purchased, the device will no longer be eligible for the District's insurance coverage or any additional internal support services.

Technology Device Safety

1. Filter. The District may filter or block any material on the technology device that the District in its sole discretion deems to be inappropriate, including certain Internet sites or apps. The District may grant requests to adjust filters or unblock sites/service for bona fide educational purposes. The student may make a request to their instructor who may request to have such filters or blocks adjusted. The presence or lack of filters or blocks do not relieve the student and/or his/her parent(s)/guardian(s) of their responsibility to comply with requirements of this Agreement or the District's Acceptable Use Policy and does not relieve the parent(s)/guardian(s) of their responsibility for supervising the student's use outside of school.

2. Safety Training. The District provides basic training in Internet safety & digital citizenship as part of the curriculum. It is the responsibility of the student's parent(s)/guardian(s), however, to ensure the student uses the technology device in a safe and appropriate manner at all times.

3. Supervision off School Grounds. The District's rental of the technology device to the student does not create any duty on the part of the District to provide supervision of the use of the technology device or protection of the student regarding use of the technology device off school grounds or outside of school hours. It is the sole responsibility of the parent(s)/guardian(s) to supervise the student use of the technology device when off school grounds or outside of school.

No Expectation of Privacy

1. District Right to Monitor. Users have no expectation of privacy in materials or content created, received, sent, viewed, or otherwise accessed on the technology device even if using a personal account (such as a personal webmail or social media account). The technology device may contain tracking and/or monitoring software that allow the District to obtain and record information concerning use of the technology device. The District may review and record activities on the Internet, use of personal, password protected websites and accounts, webmail, social media, or other accounts accessed on the technology device. The District may also use tracking location services or a mobile device management system to identify the geographic location of the technology device. The District may install and use such software for the purposes described above at any time, including but not limited to if a technology device is lost, stolen, or not returned. Students and/or

their parent(s)/guardian(s) will not be notified individually when such software is used for the purposes described above. The District will not actively track or monitor the use of the devices outside the District's internal network. As a result, the District is not responsible for assisting with the recovery of any lost or stolen devices no matter where or when the loss occurs. The iPads/Apple ID accounts include access to a "Find My iPad" feature that enables the registered account holders to attempt to locate their iPads via Apple's online services. Use of the "Find My iPad" feature will be covered during the initial mandatory training session. While this service may be used to attempt to recover or locate a device it does not guarantee that this application/utility will locate or recover your device.

2. Passwords. The student must provide requesting staff members with all passwords/passcodes to the device and its contained software or applications upon request. Failure to provide staff with access to the device may result in lost content due to the resetting process. In addition, the student may also be subject to discipline or other consequences if the student is unwilling to provide such access.

3. District Retention of Records Created by the Device. The District may retain any records, including but not limited to electronic communications, such as emails and messages on personal social media accounts, from the technology device that it determines must be retained by law, including public records under the Local Records Act, school student records under the Illinois Student Records Act, and educational records under the Family Educational Rights and Privacy Act.

Appropriate Use

1. Non-School Related Uses. The technology device is intended for use only by the student for school related/educational purposes. The student may engage in non-school related uses if such uses comply with all District policies and procedures and if such uses do not interfere in any way with the student's ability to use the technology device for school-related uses.

2. Lending of Device Prohibited. The student may not lend the device or related resources to anyone, including members of the student's family, for any reason. Loss or damage of the device while in use by anyone other than the assigned renting student will not be covered by the District insurance program.

3. District Policies. The student's use of the technology device must comply with all requirements of all District policies and procedures, including but not limited to the Acceptable Use of Technology policy, other technology policies and procedures, and the student discipline code, regardless of where or when the student's use occurs. This means that any use by a student of a technology device will be subject to discipline as if the activities had occurred during school hours on school grounds, regardless of whether the conduct occurs off-campus and/or on the student's free time. The District reserves its right to block application functionality, implement security measures, change device settings, disable the device or take any other administrative or security steps, as deemed necessary in the District's sole discretion. Any attempt to modify (aka "Jailbreak") the device/equipment, including but not limited to changing Internet access settings, will be construed as a violation of the District's Acceptable Use of Technology policy.

4. Installation of Applications. Each student will be required to use a Glenbard created Apple ID. This will allow the student to download applications (Apps) and

content from the App Catalog/iTunes/App Store. Glenbard School District 87 may provide the students with redeemable application codes or links to applications for specific courses. These codes will be provided directly and only to the assigned student and once redeemed cannot be transferred, reused, or reclaimed. If a student's provided codes are redeemed on an alternative Apple ID, the District will not provide additional redemption codes and it will be the parent/student's responsibility to acquire the application(s) needed for use in the classroom. Parents/students may choose to associate a credit card or gift card to make additional purchases at their own discretion. There are a large number of free apps available that the District will utilize as much as possible/appropriate. Parents/guardians acknowledge that the District is not responsible for the operator's activities performed while using any applications. Any charges due to Apple or other third parties merchandise providers that are generated from within any application or content/media (aka "In-App Purchases") are the responsibility of the renter/account holder. The District is not responsible for disposition of personal applications when the device is returned. The District is not responsible for any software loaded on home computers or the effect or interaction that the provided device or its software may have on the home computer's other programs or systems.

5. Storage Management. Students must maintain sufficient memory to accommodate all school-required content. The devices have a finite amount of local storage space available and required school content will take priority over personal content such as photos, videos, music or non-required apps.

6. Revocation of Use. The use of the technology device and the District's network is a privilege, not a right. The District may revoke the student's right to use the technology device and related services at any time it deems appropriate, including where the student violates this Agreement or District policy or procedure. Additional details provided within Glenbard School Board Policies:

    - 9:010, *Acceptable Use of Technology*
    - 9-010-R2, *Expectations for Communicating Electronically with Students*
    - 9:010-R3, *Web Publishing Guidelines*
    - 7:140, *Search and Seizure*
    - 7-180-R1, *Preventing Bullying, Intimidation, and Harassment*
    - 7-190, *Student Discipline*

7. Indemnification. The student and parents/guardian release, hold harmless, defend, and indemnify the District from any claims, liability, or money damages (including attorney fees) brought by a third person, the student, or the parents/guardians against the District and related to the student's use of the device or the student's or parents'/guardians' breach of this agreement.

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

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

with the registration/demographics validation process until after they have agreed to these terms.

iPad Rentals

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

Policy 6:240
Field Trips and Educational Tours

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

Guidelines for field trips and educational tours are:

1. All field trips and educational tours shall be adequately supervised by staff members and other adults.
2. Whenever entrance fees, food, lodging, or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated by the Board of Education; however, no student shall be excluded from any field trip or educational tour because of a lack of funds. Each building will assure that any student wishing to participate in a school-sponsored field trip or educational tour will be allowed to do so. On all field trips, a bus fee to be set by the Superintendent or designee may be charged to help defray the cost of transportation.
3. Parental permission must be obtained in writing when a field trip or educational tour is planned.
4. Field trips and educational tours require the authorization of the Superintendent or designee, who may deny a request in the Superintendent's sole discretion.
5. Any field trip that is over 100 miles requires Board of Education approval.
6. All educational tours require Board of Education approval.

7. Authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the student involved.

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

Administrative Procedure 6:240-R1
Student Field Trips

General Conditions for School Field Trips

A. The Glenbard Field Trip/Educational Request Form must be completed prior to any field trip.

B. The school must have written approval of a student's parent(s)/guardian(s) before the student may go on a field trip.

C. A Field Trip Waiver and Release Form must be submitted for each student participating in a field trip or educational tour.

D. Appropriate supervision and instructional alternatives shall be made available to students whose parent(s)/guardian(s) who refuse or fail to give approval to a field trip.

E. The student is responsible for making up any work missed because of the field trip.

F. Participating students must comply with District 87 policies and regulations governing student behavior and with other conditions and directions of the sponsoring teacher and/or chaperones.

G. A sufficient number of chaperones, as determined by the Building Principal, must accompany a field trip to insure the safety and good conduct of students.

H. Chaperones must be persons of good character and at least 21 years of age.

I. Field trips must make accommodations for students with financial hardships and students who participate in the free or reduced lunch program.

J. Any field trip that is over 100 miles requires Board of Education approval.

K. Athletic and extracurricular activity field trips sanctioned by the school principal or School District Athletic Department that are not part of the IHSA program require completion of the Glenbard Extracurricular Activity & Athletic Field Trip Request Form prior to the trip.

Administrative Procedure 6:240-R2
Educational Tours

General Conditions for Educational Tours

A. Any field trip involving an overnight stay is considered an "educational tour" and shall be governed by the provisions herein. All educational tours shall be approved by the Board of Education.

B. The Glenbard Field Trip/Educational Tour Request Form and the Glenbard Educational Tour Teacher Form must be completed prior to any educational tour.

C. Tours must be directly supplemental to a regular school course and show promise of providing significant learning experiences not otherwise obtainable in the classroom.

D. A minimum of ten students must participate in an educational tour before it can be accepted as part of the regular school program.

E. A field trip waiver and release form and power of attorney must be submitted for each student participating in a field trip or educational tour.

F. The school must have written approval of a student's parent(s)/guardian(s) before the student may go on an educational tour.

G. Appropriate supervision and instructional alternatives shall be made available to students whose parent(s)/guardian(s) refuse or fail to give approval to an educational tour.

H. The student is responsible for making up any work missed because of the educational tour.

I. Participating students must comply with District 87 policies and regulations governing student behavior and with other conditions and direction of the sponsoring teacher and/or chaperones.

J. A sufficient number of chaperones, as determined by the Building Principal, must accompany and educational tour to insure the safety and good conduct of students.

K. Chaperones must be persons of good character and at least 21 years of age.

L. Educational tours must make accommodations for students with financial hardships and students who participate in the free or reduced lunch program.

M. Athletic and extracurricular activity field trips sanctioned by the school principal or School District Athletic Department that are not part of the IHSA program and include an overnight stay require completion of the Glenbard Extracurricular Activity & Athletic Field Trip Request Form and the Glenbard Educational Tour Teacher Form prior to the trip.

Policy 7:10

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

Sex Equity

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

programs and activities. Students shall be treated and supported in a manner consistent with their gender identity. This shall include, but not be limited to: students having access to gendered facilities, including restrooms and locker rooms that correspond to their gender identity.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

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

Policy 7:15

Student and Family Privacy Rights

Surveys and Research

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

Surveys Created by a Third Party

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

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.

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

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

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

Physical Exams or Screenings

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

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

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

Notification of Rights and Procedures

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

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

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

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

Policy 7:20
Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status, unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:

    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual

violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

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

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

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

Nondiscrimination Coordinator:

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

Complaint Manager:

Name	Executive Director of Student Services
Address	596 Crescent Blvd., Glen Ellyn, IL
Telephone No.	(630) 469-9100

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

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

Policy 7:100
Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

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

1. Entering the ninth grade; and

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

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

2. A diabetes screening is a required part of each health examination; diabetes testing is not required.

3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to their parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

4. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15,

then the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

Dental Examination

All students in ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a student in the ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the

Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.

2. Health examination or immunization requirements on medical grounds if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.

3. Eye examination requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

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

Policy 7:140
Search and Seizure

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

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

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

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

The Superintendent or designee may request the assistance of law enforcement officials to conduct random inspections and searches of lockers, desks, parking lots, other school property and equipment and vehicles as provided above for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through

the use of specially trained dogs. School officials may turn over items obtained in a search to law enforcement officials.

Students

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

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

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

Administrative Procedure 7:140-R3
Use of Canine Search Units for Building, Grounds, Lockers, and/or Automobiles

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

1. The building principal will initiate his/her request to the superintendent to use the police canine unit for building, grounds, lockers, and/or automobile searches. The

principal will arrange with the police department the date, time, and location that the search is to be conducted.

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

Policy 7:160
Student Appearance

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Parent-Student Handbook.

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

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

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

1. Placing the student in reasonable fear of harm to the student's person or property.

2. Causing a substantially detrimental effect on the student's physical or mental health.

3. Substantially interfering with the student's academic performance.

4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators,

teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

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

Complaint Manager:

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

1. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

   a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

   b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

   c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

   d. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

   e. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

   f. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

   g. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic

material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

h. 9:10, *Acceptable Use of Technology*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Acceptable Use of Technology* policy.

Policy 7:185
Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:

   a. 7:20, *Harassment of Students Prohibited.* This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

   b. 7:180, *Preventing Bullying, Intimidation, and Harassment.* This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

   b. The Nondiscrimination Coordinator, building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited.*

3. Incorporates age-appropriate instruction in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

Policy 7:190
Student Behavior

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

When and *Where* Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation or exception, any form of e-cigarettes, vaping cigarettes (or similar devices using ground materials, waxes, or oil concentrates for vaping use), and all associated materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized

education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.

6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

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

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

Student Handbook

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

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

Procedure 7:190-R1
Student Handbook – Hazing Prohibited

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

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

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

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

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

Policy 7:220
Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

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

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.

2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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

Academic Credit for Missed Classes During School Bus Suspension

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

Administrative Procedure 7:220-R1
Electronic Recordings on School Buses

Review of Electronic Recordings

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

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

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

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

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

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

Student Conduct

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

Policy 7:270
Administering Medicines To Students

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

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

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

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

Self-Administration of Medication

A student may possess an epinephrine auto-injector e.g. *EpiPen*®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

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

School District Supply of Undesignated Opioid Antagonists

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

Void Policy; Disclaimer

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

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

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

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

Exhibit 7:270-E1
School Medication Authorization Form

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

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

To be completed by the **student's physician, physician assistant, or advanced practice RN**: ***(Note**: for asthma inhalers only, use the **Asthma Inhaler** section below.)*

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

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

For **only parents/guardians of students who need to carry and use their asthma medication or an epinephrine auto-injector:**

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

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

_____
Parent/Guardian Initial

For **all parents/guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonists to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices,** and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

_____
Parent/Guardian printed name

Address (if different from Student's above):
_____

Phone: _____ Emergency Phone: _____

_____ _____
Parent/Guardian signature Date

Policy 7:285
Allergy Policy

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

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

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

Parents are specifically responsible for teaching their children to:

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

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

Food Allergy Management Program

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

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

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about

management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

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

3. Complies with State and federal law and is in alignment with Board policies.

LATEX BAN

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

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

Pictures of Students

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

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

Student Teacher Performance Assessment

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

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

Policy 7:340
Student Records

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

1. Records kept in a staff member's sole possession.

2. Records maintained by law enforcement officers working in the school.

3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians' certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding their child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law.

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

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

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

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

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

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

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

The *permanent* record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Evidence required under the Missing Children's Records Act. 325 ILCS 50/5(b)(1).
3. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with the School Code Section 5/2-3.157 and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy.
4. Attendance record
5. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code"
6. Record of release of permanent record information that includes each of the following:

    a. The nature and substance of the information released
    b. The name and signature of the official records custodian releasing such information
    c. The name and capacity of the requesting person and the purpose for the request
    d. The date of release
    e. A copy of any consent to a release

7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5.

The *permanent* record may include:

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

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

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
6. Health-related information, defined by the Illinois State Board of Education as "current documentation of a students' health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g. glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, (e.g. nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)"
7. Accident report, defined by the Illinois State Board of Education as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth … has followed through on that request."

8. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred.

9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The *temporary* record may include:

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

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District may extend the response timeline to 15 business days in accordance with ISSRA. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual members do

not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

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

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

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

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

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

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

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

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

a. Name

b. Address

c. Grade level

d. Birth date and place

e. Parent(s)/guardian(s) names, addresses, electronic mail addresses, and telephone numbers

f. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

g. Academic awards, degrees, and honors

h. Information in relation to school-sponsored activities, organizations, and athletics

i. Major field of study

j. Period of attendance in school

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

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

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

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

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

such individual may obtain through the exercise of any right secured under State law.

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

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

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

Policy 7:350
Video Surveillance/Notification
To assist in maintaining security and to deter inappropriate conduct, Glenbard Township High School District #87 may position video cameras and/or monitors in public areas of school property, such as in the hallways, stairwells, the gymnasium, cafeteria, school buses and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the camera.

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.

7:10-AP2
Non-discrimination Notification

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.

The following people have been designated to handle inquiries regarding nondiscrimination:

Harassment, Intimidation, and Bullying; Title IX of the Education Amendments Act of 1972; 504 and ADA:

POLICY COMPLIANCE:

Josh Chambers
The Assistant Superintendent for Human Resources
Glenbard Township HSD87
596 Crescent Blvd.
Glen Ellyn, IL 60137
Ph. 630-469-9100

COORDINATORS:

Janet Cook
Executive Director for Student Services
Glenbard Township HSD87
596 Crescent Blvd.
Glen Ellyn, IL 60137
Ph. 630-469-9100

Tori Johnson
Human Resource Coordinator (staff)
Glenbard Township HSD87
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