



# HINSDALE TOWNSHIP HIGH SCHOOL DISTRICT 86

## 2022-2023 District 86 Student Handbook

The District 86 Student Handbook may be amended during the year without notice.  
Updated for Semester 2

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The District 86 Student Handbook is only a summary of Board of Education policies governing the school district. Board of Education Policies are available to the public through the online policy manual [https://www.boardpolicyonline.com/?b=hinsdale\\_86](https://www.boardpolicyonline.com/?b=hinsdale_86) and at the school district office.

[Hinsdale Central Student Planner](#)

[Hinsdale South Student Planner](#)

## Table of Contents

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<b>District Information</b>	<b>6</b>
District 86 Administrative Office	6
District 86 Administration	6
District 86 Board of Education	6
Board of Education Members	6
District 86 Mission, Vision and Values	6
Employee Code of Professional Conduct - Hinsdale District 86	7
<b>District Fees</b>	<b>9</b>
District Fees	9
<b>District Calendar</b>	<b>10</b>
School Calendar	10
eLearning Days	10
Emergency School Closing	10
<b>Nondiscrimination &amp; Grievance Procedures</b>	<b>11</b>
Nondiscrimination	11
Grievance Procedures	11
Title IX Coordinator	11
<b>Residency</b>	<b>12</b>
Military Residence	12
<b>Attendance</b>	<b>13</b>
Attendance Philosophy	13
Compulsory Attendance	13
Student Expectations	13
Attendance Reporting Requirements	14
Arriving Late	14
Tardy Procedures	14
Leaving/Entering the Building Early	15
Illness at School	15

Pre-Arranged Absences	15
Prolonged Absences	16
Make Up Work Due to an Excused Absence	16
Unexcused Absences	16
Interventions for Unexcused Absences and Make Up Work Due to Unexcused Absences	16
Make Up Work Due for Tests, Quizzes, and Major Assignments Due to Unexcused Absences	17
Truancy	17
Appointments	17
Chronic Absenteeism	18
Board of Education Attendance Policies	18
<b>Student Health</b>	<b>19</b>
Health Services	19
Health Examinations and Immunizations	19
Eye Examination	20
Dental Examination	20
Exemptions	20
Vision and Hearing Screenings	20
Medication	21
Self-Administration of Medication	21
Undesignated Medication Supplies	21
School District Supply of Undesignated Asthma Medication	21
School District Supply of Undesignated Epinephrine Injectors	22
School District Supply of Undesignated Opioid Antagonists	22
School District Supply of Undesignated Glucagon	22
Administration of Medical Cannabis	22
Void Policy	23
Administration of Undesignated Medication	23
Undesignated Medication Disclaimers	23
<b>School Resources</b>	<b>25</b>
Counseling Services	25
Deans	25
Social Work/School Psychologist	25
School Resource Officer	26
Bookstore	26
Library Media Center	26
Testing Center/Test Make Up Center	26
ALOP (Alternative Learning Opportunities Program) DuPage	26
Registrar & Transcripts	27
Technology Center of DuPage	27
Cafeteria Services	27
Infinite Campus Fees	27
Work Permits	27
Insurance	28
Safety Drills	28
Visitors	28
Messages and Deliveries to Students	28
Fee Waivers	29
Free and Reduced Price Lunch	29
Title I: Improving the Academic Achievement of the Disadvantaged	29
Sex Offender Notification Law	29
Mandated Reporting	30
Suicide Awareness and Prevention Policy	30
<b>Student Services and Specialized Instruction</b>	<b>33</b>
Accommodating Individuals with Disabilities	33
Student Support Services	33

Deaf and Hard of Hearing Program	33
Students Who are Deaf, Hard of Hearing, Blind, or Visually Impaired	33
English Learners	33
Homebound or Hospitalized Services/Tutoring While Homebound or Hospitalized	33
Students Experiencing Homelessness	34
Section 504 of the Rehabilitation Act of 1973	35
Prior Written Notice	35
Assistive Technology	35
Delegation of Rights for Special Education Students	36
Legal Protections When a Public Agency Seeks to Access Public Benefits or Insurance	36
Draft Documents	36
Right to Review Student Records Prior to Eligibility or IEP Meeting	36
Related Service Logs	37
Response to Intervention/Multi-Tiered System of Support	37
Misconduct by Students with Disabilities	37
Interpreter Services at IEP Meetings	37
Graduation	38
<b>Academic Program and Policies</b>	<b>39</b>
Age of Majority	39
Academic Integrity	39
Grading and Promotion	39
Graduation Requirements	39
High School Credit for Non-District Experiences	39
Report Cards – Home Access Center	39
Testing Calendars – AP, ACT, PSAT, SAT	39
Field Trips	40
Locker Assignments	40
<b>Student Discipline</b>	<b>41</b>
Board Policy 7:190 Student Behavior	41
Detentions	45
In School Supervised Study	46
Loss of Privileges	46
Out of School Suspension	46
Expulsion	47
Arrest	47
Bullying/Harassment	47
Academic Dishonesty / Honor Code	51
Guidelines for Discipline of Academic Dishonesty / Honor Code	51
Automobile Regulations & Parking	52
Bicycles/Skateboards	53
Bus Transportation	53
Cafeteria/Courtyard Use Regulations	54
Closed Campus	54
Dance Guidelines and Guest Pass Procedures	54
Dress Code	55
Video Surveillance Cameras	56
Glass Beverage Bottles Prohibited	56
Identification Cards	56
Loitering	56
Passes	56
Safe School Zone	56
Study Halls	57
Liability for Personal Property	57
Safety Tip Line/School Violence Tip Line	57
Teen Dating Violence Policy	58
Student Social Media Password or Other Account Information	59

<b>Student Use of Technology</b>	<b>60</b>
Electronic Network and Devices	60
Technology Use	60
Chromebooks	60
Technology Support Internship	61
<b>Student Records</b>	<b>62</b>
Student Records Notice	62
Permanent Record & Temporary Record	62
Right to Inspect and Copy	62
Release of Information	63
Request for Inclusion of College Entrance Examination Score on Academic Transcript	64
Challenging a Record	64
Destruction of Records	64
Release of Student Directory Information	65
Directory Information	65
Right to Opt Out of the Release of Directory Information	66
Students Receiving Special Education Services	66
Military Recruiters & Institutions of Higher Education	66
Student Online Protection Privacy Act Notice	66
Protection of Pupil Rights Amendment (PPRA) Notice	67
Electronic Recordings on School Buses	68
Birth Certificate	69
Data Sharing Agreement with Feeder Districts	69
<b>Student Activities</b>	<b>70</b>
Policy 6:190 Extracurricular and Co-Curricular Activities	70
Statement of Philosophy	70
Student Expectations	70
Exemplary Behavior Expectations	70
Activities Code Infractions and/or Violations	71
Activities Code Review Panel	71
Attendance Procedures for Student Participation in Athletics and Activities	72
Notification of Suspected Activities Code Violations	72
Voluntary Admission	72
Appeals Process	72
Steps to Form a Student Generated Club	72
Daily Announcements	73
Fundraisers	73
Posters/Signs	73
Insurance	73
Participation	73
<b>Student Athletics</b>	<b>74</b>
Athletic Eligibility Rules	74
Good Sportsmanship	74
Spectator Conduct	75
Student Transfers	75
Athletic Training Concussion Protocols	75
Recognition:	75
Symptoms to look for:	75
Monitor:	75
Follow-up:	76
Return to Play Daily Break Down:	76
Referral IF NEEDED:	76
Parent/Coach Communication	76
Communication You Should Expect From Your Child’s Coach	76

Communication Coaches Expect from Parents / Guardians	76
Appropriate Concerns to Discuss with Coaches	77
Issues Within A Coach’s Discretion	77
What To Do If You Have a Concern To Discuss With A Coach	77
What To Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution	77
NCAA Eligibility	77
Athletic Guidelines and Information	78
Athletic Code – Statement and Philosophy	78
Expectations	78
Hazing	78
Athletic Code – Parental Permission Form	79
Athletic Code Substance Violations	79
Athletic Code Violation Penalties	79
Notification of Suspected Athletic Code Violations	81
Voluntary Admissions	81
Appeals Process	81
Equipment	81
Insurance	82
Training Room/Injuries	82
Travel	82
<b>Environmental Notices</b>	<b>83</b>
Environmental Concerns Notice	83
Integrated Pest Management Program	83

## District Information

### District 86 Administrative Office

5500 South Grant Street  
Hinsdale, Illinois 60521  
630-655-6100

### District 86 Administration

Superintendent - Tammy Prentiss  
Assistant Superintendent for Academics - Dr. Christopher Covino  
Assistant Superintendent for Student Services - Dr. Kari Smith  
Assistant Superintendent for Human Resources - Cheryl Moore  
Chief Financial Officer - Josh Stephenson  
Chief Information Officer - Keith Bockwoldt  
Director of Communications - Chris Jasculca  
Administrative Chief of Staff - Debra Kedrowski

### District 86 Board of Education

Regular Meetings of the Board of Education will be held monthly following the Board's Schedule of Regular Meetings <https://www.hinsdale86.org/board-of-education/board-meetings>. Meeting notices and agendas will be posted according to Open Meetings Act requirements confirming meeting date, location, start time, and the agenda and will be posted in BoardDocs <https://go.boarddocs.com/il/hinsdale86/Board.nsf/Public>.

For more information visit <https://www.hinsdale86.org/board-of-education> or contact the District 86 Administrative Office at 630-655-6100

### Board of Education Members

Erik Held- President  
Kathleen Hirsman - Vice President  
Terri Walker - Secretary  
Cynthia Hanson  
Peggy James  
Debbie Levinthal  
Jeff Waters

## District 86 Mission, Vision and Values

### OUR MISSION

WHY WE EXIST

Empowering students to pursue their ideal future by acquiring critical skills and knowledge to collaborate, create and connect with an ever-changing world

### OUR VALUES

WHAT WE STAND FOR

Access  
Accountability  
Diversity  
Equity  
Excellence  
Perseverance  
Resiliency  
Respect  
Trust



### OUR VISION

WHERE WE ARE HEADED

District 86 will set the standard for excellence by inspiring passion, confidence and excellence  
In five years, the District will use the following components as evidence for achieving our mission and vision:

<b>Coherent System</b>	District 86, its two high schools, and communities are one coherent, unified system. Collaboration fosters respect, voice, and engagement among all stakeholders. Commitment to a shared mission, vision, and goals unites the District. Resources and opportunities are equitably provided to ensure that needs of all students are being met.
<b>Critical Competencies</b>	District curriculum, foundational knowledge, and competencies required for success after high school link to the life skills of critical thinking, creative thinking, problem solving, collaboration, and communication. These critical competencies link to character and leadership required for global citizenship. Learning expectations and experiences are rigorous, relevant, and equitable for all students.
<b>Multiple Measures for Success</b>	Student, team or department, school, and District 86 success links to a meaningful data and information system consisting of multiple measures for goal setting, reflection, analysis, and improvement of performance. Multiple measures are used at all levels to periodically assess and report progress. Improvement is the first criterion of success.
<b>Student Well-Being</b>	Students feel safe, challenged, confident, and responsible for their own learning. District 86 culture, programs, practices, and services foster student social and emotional well-being. Students report they feel well prepared for their future. Families report they feel their student is well prepared for their future.
<b>Innovative Teaching and Learning Practices</b>	Engaging teaching and learning practices ensure students explore big ideas, make real-world connections, relate their learning to their passions, and give students multiple and authentic ways to demonstrate their knowledge. Instructional tools, including technology, ensure learning takes place both inside and outside the classroom. Assessment leads to next steps in teaching and learning. Student growth is the first criterion of success.
<b>Facilities</b>	The facilities support a safe and secure learning environment that provides opportunities for multiple pathways leading to college, career and life readiness. The facilities provide opportunities for innovative teaching and learning practices, including technology. All facilities are fully ADA accessible and meet Life-Safety requirements.
<b>Collaboration and Communication</b>	Internal and external communication and collaboration activate student, teacher, and parent voice and improved stakeholder satisfaction. Enhanced communication and collaboration create clarity and understanding and promote transparency. Communication closes the gap between what is real and what is perceived.
<b>Partnerships</b>	District 86 cultivates partnerships with business, agencies, and other community organizations to further student learning, career, and workplace experiences for students. District 86 cultivates partnerships with sender districts to further college, career, and life experiences for students.

## **Employee Code of Professional Conduct - Hinsdale District 86**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the [Code of Ethics for Illinois Educators](#), adopted by the Illinois State Board of Education, is incorporated into this Code of Professional Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the *Abused and Neglected Child Reporting Act* (325 ILCS 5/1 *et seq.*), engages in grooming as defined by 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

### Standards and Expectations Related to School Employee-Student Conduct

1. All employee conduct must comply with the [Code of Ethics for Illinois Educators](#), adopted by the Illinois State Board of Education, to the extent applicable.
2. Prohibited grooming behaviors and "sexual misconduct" include, but are not limited to, any verbal, nonverbal, written, or electronic or physical activity, by an employee or agent of the school with direct student contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to:
  - a. A sexual or romantic invitation;
  - b. Dating or soliciting a date;
  - c. Engaging in sexualized or romantic dialogue;
  - d. Making sexually suggestive comments that are directed toward or with a student;
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
  - f. A sexual, indecent, romantic, or erotic contact with a student.
3. Employees are expected to maintain professional relationships and appropriate boundaries with students.
  - a. **Communications with Students**  
Employees are strictly prohibited from using any form of communication with students, including but not limited to, emails, letters, notes, text messages, phone calls, social media, and conversations that include any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees must use a school provided or supported method to communicate with students whenever possible and are prohibited from using personal email, text messaging, direct messaging or other forms of communication that are similar in nature.
  - b. **Transportation of Students**  
Employees are not permitted to transport students in their privately owned vehicles, unless they have obtained the prior permission of the school. Transportation of students in district vehicles requires approval of administration and ideally should include at least three people.
  - c. **Photographs of Students**  
Employees are prohibited from taking or possessing photos of a student on their personal devices. Student pictures, assuming parents have not opted out of photos, for school-sponsored activities used in furtherance of the school's educational mission are permitted. Employees should delete student photos from their personal device once photos have been posted and/or sent in furtherance of the school's educational mission.
  - d. **Contact with Students**  
Employees are prohibited from meeting or contacting a student outside of their professional role. Some exceptions would be for situations where there is another established appropriate relationship (i.e. religious ed teacher, cub scout master, family relationship, etc). Employees are expected to avoid situations which could result in an actual or perceived inappropriate relationship between the employee and the student.
4. Employees are mandated reporters and required to comply with all reporting requirements of the *Abused and Neglected Child Reporting Act* (325 ILCS 5/1 *et seq.*) and *Title IX of the Education Amendments of 1972* (20 U.S.C. § 1681 *et seq.*) and related Board policies, including Board Policy

5:90, *Abused and Neglected Child Reporting*, and Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.

5. Employees, students, parents, and any third party can report prohibited behaviors, including prohibited grooming and sexual misconduct, and/or boundary violations pursuant to Board Policy 2:260, Uniform Grievance Procedure and Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure, or to any District or school administrator or staff member to whom the person feels comfortable reporting.
6. Employees are required to complete training related to educator ethics, mandated reporting, child abuse, grooming behaviors, and boundary violations as required by law.

Employees who violate this Code of Professional Conduct or who fail to report a violation may be subject to disciplinary action up to and including dismissal from employment.



## **District Fees**

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### **District Fees**

District fees are posted annually to the district website. All fees are subject to change.

<https://www.hinsdale86.org/for-families/fees>

## District Calendar

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### School Calendar

<https://www.hinsdale86.org/our-district/calendars>

### eLearning Days

District 86 eLearning Days will occur on days when severe weather or emergency events make travel dangerous for students and staff. On these days, students will not be required to travel to their respective school; instead, they will “check in” (for attendance purposes) remotely using their Chromebook and complete learning activities from home.

On designated eLearning Days, students must do the following:

1. Check in to each class (via Google Form) by 1:00 pm in order to be marked present in eSchool.
  - a. Students who fail to check in for a class will be marked as absent-unexcused.
  - b. Students who are unable to participate in elearning activities should have their parents/guardians contact the dean’s office to excuse them from school. Students will still be responsible for the material that was covered on the elearning day.
2. Complete the assigned materials following teacher’s instructions (posted in Canvas Learning Management System by their teachers).

Students remain subject to the District’s attendance policy during elearning days. Unexcused absences will be addressed in accordance with that policy and procedures.

### Emergency School Closing

When the weather forecast creates the question of whether school will be open or any change to the regular schedule will be made, District 86 will notify you of weather-related changes or closures in the following ways:

- Email to all District-registered email accounts
- Text message to District-registered cell phone numbers
- Automated call to all District-registered telephone numbers
- Push notification for those that have enabled the function through the Parent Link App which can be found at: <https://www.hinsdale86.org/>
- Share via the district's Facebook page ([facebook.com/HinsdaleD86](https://www.facebook.com/HinsdaleD86)) and Twitter account ([twitter.com/HinsdaleD86](https://twitter.com/HinsdaleD86))
- Post information on the district's family of websites (<https://d86.hinsdale86.org>)
- Post our status on the Emergency Closing Center website ([emergencyclosingcenter.com](https://www.emergencyclosingcenter.com))
- Share information with members of the local press

## **Nondiscrimination & Grievance Procedures**

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### **Nondiscrimination**

The District does not discriminate in its educational or extracurricular programs on the basis of 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, military status, or unfavorable discharge from military service, actual or potential marital or parental status, including pregnancy. Several civil rights laws, as well as State and federal laws, ensure students have the right to equal educational opportunities. The below-listed policies address the equal educational opportunities, health, safety, and general welfare of students within the District. This is a non-exhaustive list; additional policies may apply.

### **Grievance Procedures**

[Policy 2:260 Uniform Grievance Procedure](#) contains the process for an individual to seek resolution of a complaint. The District Complaint Manager shall address the complaint promptly and equitably.

[Policy 2:265 Title IX Sexual Harassment Grievance Procedure](#) prohibits sexual harassment as defined in Title IX of the *Education Amendments of 1972*. The District's Title IX Coordinator shall promptly and equitably respond to reports of sexual harassment under this Policy.

### **Title IX Coordinator**

Cheryl Moore Assistant Superintendent for Human Resources  
5500 South Grant Street,  
Hinsdale, IL 60521  
cmoore@hinsdale86.org  
630-570-8008

### **For additional information, see the District's Title IX page:**

<https://www.hinsdale86.org/departments/human-resources/title-ix-sexual-harassment-resources-and-reporting>.

- [Policy 6:60 Curriculum Content](#) identifies curriculum subjects required by State statute or regulation.
- [Policy 6:65 Student Social and Emotional Development](#) requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
- [Policy 7:10 Equal Educational Opportunities](#) requires that equal educational and extracurricular opportunities be available to all students without regard to the listed protected statuses.
- [Policy 7:20 Harassment of Students Prohibited](#) prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic identified in the policy.
- [Policy 7:130 Student Rights and Responsibilities](#) recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
- [Policy 7:160 Student Appearance](#) prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
- [Policy 7:180 Prevention of and Response to Bullying, and Other Aggressive Behaviors](#) contains the comprehensive structure for the District's bullying prevention program.
- [Policy 7:185 Teen Dating Violence Prohibited](#) prohibits teen dating violence and outlines the District's teen dating violence program.
- [Policy 7:250 Student Support Services](#) directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health problems that impact learning.
- [Policy 7:330 Student Use of Buildings - Equal Access](#) grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.

## Residency

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The right to attend a Hinsdale Township High School is extended to residents who live within the District's boundaries. Students who move into the school district to live with relatives or friends for the purpose of attending a Hinsdale High School are not considered legal residents in the district and, therefore, cannot be admitted to attend school in the District. Pursuant to Hinsdale Township High School District 86 Board of Education Policy [7:50 School Admissions and Student Transfers To and From Non-District Schools](#) and [7:60 Residence](#) every family must provide residency information annually. The District has the right to verify residency each year.

It is contrary to the policy of the Board of Education to admit students who do not legally reside with their parents or legal guardians within the District boundaries. The information you provide will be used by school officials to help establish the eligibility of each applicant for admission. Falsification of information submitted to the District may result in your child being excluded from school, and may expose you to monetary liability under Illinois law for payment of tuition for such time as your child was illegally enrolled in the District.

Further, any person who knowingly enrolls or attempts to enroll a non-resident student in the District or presents to the District any false information regarding the residency of a student commits a Class C misdemeanor, punishable by a \$500.00 fine and up to 30 days in jail.

**Note:** In addition to the residency requirements to enroll in District 86, students wishing to participate in IHSA interscholastic athletics and activities at District 86 must also comply with IHSA By-law 3:030. This By-law states that, with certain exceptions, a student wishing to participate in IHSA athletics and activities must reside full-time with a parent, adoptive parent, custodial parent, or legal court appointed guardian.

All changes of address must be verified through the Registrar's Office with appropriate proof of residency supplied. In addition, if a family moves during the school year, notification of a change of address must be processed through the Registrar's Office.

Additional information regarding the District's residency process is available on the District's website at <https://www.hinsdale86.org/for-families/residency-verification-registration>.

### **Military Residence**

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

## Attendance

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### Attendance Philosophy

Regular attendance and punctuality are essential for academic growth and development. District 86 expects that each student attends his or her classes every day. Since class participation affects class achievement, absences, whether excused or unexcused, may have a negative impact on learning and the grade earned in class. In partnership with the school, it is the responsibility of parents/guardians to ensure the regular attendance of their children. The attendance procedures outlined in this section of the handbook comply with the Illinois School Code and Board of Education policy, and are designed to develop responsible, successful, engaged students. Regular class attendance translates into greater achievement in academics.

### Compulsory Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (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, 9 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 of religious reasons including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The Illinois *School Code* and Board Policy 7:70, considers VALID CAUSE (excused) for a student's absence to be:

1. Illness (including mental health or behavioral health of the student)
2. Observance of a religious holiday
3. Death in the immediate family
4. Attendance at a civic event (one per school year by following the pre-arranged absence procedures)
5. Family emergency
6. Other situations beyond the control of the students as determined by the Board of Education
7. Voting (see Board Policy 7:90, *Release During School Hours*)
8. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
9. Other reason as approved by the Superintendent or designee
  - a. Hospitalization
  - b. Court dates
  - c. College visits – when Pre-Arranged Absence Procedures are followed

The District neither recognizes nor condones planned absences from school that do not relate to the preceding list. The school reserves the right to require documents of valid appointments from appropriate professionals or officials.

When absences become excessive (*chronic absenteeism as defined below*) due to illness the District will ask parents/guardians to present medical documentation of physical and emotional conditions causing a student's absence.

If a student is absent due to a court appearance, documentation may be requested to excuse the absence.

### Student Expectations

Each high school's regular school day begins at 8:00 a.m. and ends at 3:00 p.m. Students are required to attend all scheduled classes prior to and following such special events such as field trips, assemblies, AP exams and any other events that are scheduled within regular school hours. Students must remain on campus through their last scheduled class.

Students will report to class or study hall on time. If they are to be excused in order to go to another classroom or office during a class prior, the teacher or study hall supervisor must authorize it in writing. Students assigned to study hall due to a physical education medical exclusion or athletic exemptions are required to attend study hall on a daily basis. Students are expected to attend all scheduled classes on the school day in which they participate in extracurricular activities. Students are expected to attend all special assemblies, programs, and homerooms provided by the school.

– Calls to excuse students only for the time of an assembly may not be accepted.–

Tardiness is not acceptable because it disrupts class, damages the morale of students who are on time, reflects a negative attitude toward class and creates disruption in the corridors. Fifteen minutes or more of time missed will be considered an absence.

**Attendance Reporting Requirements**

When a student is absent from school for an entire school day or any portion of the school day, the student’s parent/guardian must notify the School Attendance Office in advance or at the time of any absence and give the reason for the student’s absence. Parents/guardians may report absences by calling the Attendance Office for their respective school. The Attendance Office phone numbers for each school are available on the school websites. The Attendance Office is staffed between 7:00 a.m. and 3:30 p.m. on school days and is equipped with voicemail at all other times.

If a parent/guardian anticipates being out of town and therefore will be unable to provide official notification of a student absence, the parent/guardian must provide written documentation of the adult designated to approve student absences in their stead. This written documentation must be submitted to the Attendance Office prior to the parent/legal guardian leaving town.

– Failure to call within 24 hours of the day of absence will result in an unexcused absence.–

**Arriving Late**

Parents/guardians must notify the Attendance Office if a student will be arriving late to school before the student’s arrival at school. Please see the Directory section of the Student Handbook for contact information for each building’s Attendance Office.

**Tardy Procedures**

The District is committed to the philosophy that students and teachers need and want to take full advantage of the 50 minutes of instructional class time. Therefore, it is important that all students be in class and the cafeteria on time. In some situations, a student may have an approved reason to be late to class. In this case, a student must have a pass from the previous teacher or office. If a student is not in the classroom when the bell rings, the student will be considered tardy. Students who do not have a valid reason to be late to class will need to report to a tardy station to obtain an unexcused tardy pass. Students who arrive late to class by more than 15 minutes shall be recorded as absent.

A school-wide tardy procedure for the District has been established. Students in violation of the tardy procedures may receive the following consequences for each tardy:

<b>PERIODS EB THROUGH 10 TARDIES</b>	
<b>Accrued Tardies</b>	<b>Consequences</b>
1-3	Warning
4-6	Dean’s Detention
7-9	Extended Detention
10 or more	In-school Supervised Study/ Parent Meeting

Any student arriving late to Hinsdale South High School must enter through the main entrance located at the Circle Drive, Door #2, along Clarendon Hills Road, receive a tardy pass or report to the Deans' Office if the student is excused (refer to the arriving late section above). Students need to proceed directly to class after a pass has been issued.

Any student arriving late to Hinsdale Central High School must enter through the main entrance located at (the main entrance is located by the flagpoles on the 55<sup>th</sup> Street side of the building), receive a tardy pass or report to the Deans' Office if the student is excused (refer to the arriving late section above). Students need to proceed directly to class after a pass has been issued.

### **Leaving/Entering the Building Early**

All students must remain in the school building for their entire day after arrival at school unless excused by a Dean and their parent/guardian. Students must remain in the building for lunch. PRIOR TO LEAVING, ALL STUDENTS MUST SIGN OUT AT THE DEANS' OFFICE AFTER PARENT/GUARDIAN EXCUSAL HAS BEEN CONFIRMED OR PARENT/GUARDIAN CONTACT HAS BEEN MADE.

Students who violate these provisions may be considered truant.

### **Illness at School**

If a student should become ill during the school day, s/he must first secure a pass from their teacher and then go to Health Services. The School Nurse will contact the student's parent/guardian to receive permission for the student to leave or be picked up from school.

### **Pre-Arranged Absences - pg 15**

Pre-Arranged Absence forms may be obtained on the school website. The form must be completed by the parent/guardian and student and returned to the Deans' Office two (2) days before the absence in order for it to be excused. Parents/guardians must notify the Attendance Office prior to the scheduled absence in order to verify the student's absence and for it to be recorded as an excused absence. If the Pre-Arranged Absence form is not turned in on time for college visits, the absence will be counted in determining excessive absences. Participation in a non-school related competitive activity or sport is not recommended when school is in session and will be counted towards chronic absenteeism if the form is not turned in. The form needs to be filled out for the following absences and documentation that supports the request for the absence:

- College Visits
- Civic Events - (one per school year)
- Participation in a non-school related competitive activity or sport

Students need to give themselves enough time, approximately a week, to complete this process in order to ensure that the absence will be excused. Students must:

1. Fill out the Pre-Arranged Absence form electronically.
2. Fill out the form with details regarding the reason for the absence and the relevant dates.
3. Non-school related competitive activity or sport – letter from the coach with dates, schedule, or registration documents.
4. College visit – turn in documentation of scheduled appointment/tour.
5. Student should:
  - a. Talk to their teachers about all homework that must be completed during that time.
  - b. Be prepared to meet deadlines related to coursework completion.
  - c. Complete the form two days before the absence and have it approved by the Director of Deans.

### **Prolonged Absences**

For prolonged student absences due to illness or emergencies, special arrangements may be made with the Attendance Office not to call in each day. If a student is able to complete make-up work during the

absence, arrangements may be made through the Counseling Office to obtain assignments following the third day of the absence.

### **Make Up Work Due to an Excused Absence**

When students are absent from school or if a student is suspended from school, the student will be allowed to make up missed work, including classwork, homework, quizzes, and tests, for equivalent academic credit. Teachers have the option to give an alternative assessment. Students should contact teachers to request assignments and schedule make-up quizzes and tests.

- If an assessment was assigned prior to the excused absence, the student must be prepared to turn in or take the assessment the day that they return unless they've made arrangements with their teacher to extend the number of days.
- If an assessment was assigned during the excused absence, the student will have the equal amount of days to complete and turn in class assignments and make-up any tests or quizzes, unless they've made arrangements with their teacher to extend the number of days.

### **Unexcused Absences**

If the Attendance Office has not received a phone call from the student's parent or guardian **within 24 hours of the absence, the student's absence will be considered unexcused.** Any deviation from this procedure must be discussed with the Dean. Unexcused absences are defined as those absences which are not authorized and/or school related (see the definition of "Excused Absences", above.). In order to comply with School Code, the school reserves the right to determine if an absence is excused. The school considers the following reasons as examples of absences without valid cause, thereby resulting in an unexcused absence:

1. Oversleeping
2. Car trouble
3. Cutting class
3. Missing the Bus
4. Missing one class to study for another or make-up tests and quizzes
5. Babysitting
6. Shopping
7. Extending Prom Weekend
8. Resting or preparing for special events or exams
9. Senior Ditch Day
10. Vacation (will be coded as Unexcused Parent Call)

— The above list is used for illustrative purposes only and is not to be considered inclusive.—

### **Interventions for Unexcused Absences and Make Up Work Due to Unexcused Absences**

Per Board of Education [Policy 7:190 Student Behavior](#), students who engage in unexcused absences from class or school may be subject to disciplinary action and academic penalty (attendance code – TRU).

Absences that will result in an unexcused absence include, but are not limited to cutting class, missing class to study for an assessment, test, or quiz, or make-up test and quizzes, resting before or after special events, and Senior Ditch Day. The Dean of Students will follow the disciplinary steps listed below for such unexcused absences: for students that are coded **truant – TRU**.

If a student is coded unexcused from class on a day when a test, quiz, or major assignment is due, the student must turn in the work or take the assessment the day of their return. Teachers have the option to give an alternative assessment.

**STEP 1:** The first intervention related to an unexcused absence (TRU) per class, per semester will result in a disciplinary consequence deemed appropriate by the Dean. Parent/guardian contact will also be made by the Deans' Office. Students can make-up work missed during the class period(s) (classwork, assessments, test, or quizzes) but may only receive a maximum of 75% on any work missed.



**STEP 2:** The second intervention related to an unexcused absence (TRU) per class, per semester may result in an Extended Detention. Parent/guardian contact will also be made by the Deans' Office. Students can make-up work missed during the class period(s) (classwork, assessments, test, or quizzes) but may only receive a maximum of 75% on any work missed.

**STEP 3:** The third step intervention to an unexcused absence (TRU) per class, per semester may result in an In-School Supervised Study. The student's Dean will contact the parent/guardian and student to offer assistance. Students may be referred to the Student Support Team. Students can make-up work missed during the class period(s) (classwork, assessments, test, or quizzes) but may only receive a maximum of 75% on any work missed.

**STEP 4:** The fourth intervention related to an unexcused absence (TRU) per class, per semester may result in an In-School Supervised Study. Parent/guardian contact will be made by the Dean. Students can make-up work missed during the class period(s) (classwork, assessments, test, or quizzes) but may only receive a maximum of 75% on any work missed.

**STEP 5:** The fifth intervention related to an unexcused absence (TRU) per class per semester may result in the student being dropped from the class. Students can make-up work missed during the class period(s) (classwork, assessments, test, or quizzes) but may only receive a maximum of 75% on any work missed.

– Multiple period absences may result in an Extended Detention/In-School Supervised Study.–

### **Make Up Work Due for Tests, Quizzes, and Major Assignments Due to Unexcused Absences**

If a student is coded unexcused from class on a day when a test, quiz, or major assignment is due, the student must turn in the work or take the assessment the next day. Teachers have the option to give an alternative assessment.

As provided in the tiered interventions above, the student may only receive a maximum of 75% on any class assignments or assessments if coded **truant – TRU** in attendance.

### **Truancy**

The Illinois School Code defines a truant student as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for more than 1% but less than 5% of the past 180 school days. A chronic or habitual truant student is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. The school will notify parents/guardians regarding students who are truant. Students who are identified as chronic truants may be offered supportive services and referred to the DuPage ROE Truancy Intervention Program. Parents/Guardians of truants under the age of 18 may be referred to the School Resource Officer for violating the local truancy ordinances.

### **Appointments**

Medical/doctor appointments should be scheduled outside of school hours. When this is not possible, the following steps must be followed in order to excuse the absence. If the procedures for partial day absences are not followed, then the absence will be considered unexcused.

If you need to leave school to go to an appointment:

- Parent/guardian must call the Attendance Office before the student is to leave the building for the appointment to notify the school of the student's appointment and absence from school.
- Student must report to the Deans' Office and sign out before leaving the building.
- Student should provide appointment verification documentation when the student signs back in at the Deans' Office.

- If the student does not return to school the same day as the appointment, the morning of the next school day, the student should provide appointment verification documentation to the Deans' Office.

If you arrive to school late due to an appointment:

- Parent/guardian must call the Attendance Office before the student arrives late to school to notify the school of the student's appointment and absence from school.
- Student must report to the Deans' Office and sign in upon arriving at the building.

### **Chronic Absenteeism**

- Any student who is absent for 10 days (in a single class or multiple periods), excused or unexcused, will be considered as having excessive absences. Absences that result from participation in a school-related activity will not be counted in determining excessive absences; however, absences due to vacations and non-school related activities/sports may be counted.
- Once a student has been absent for 10 days (in a single class or multiple), a doctor's note (licensed M.D. or nurse practitioner) will be required before an illness-related absence will be excused. The doctor's note must be the original, legible copy on physician's stationery signed by the doctor or nurse practitioner and presented to the Deans' Office upon the student's return to school. The note must state the date(s) the student was not able to attend school.
- A student who is excessively absent may be referred to the DuPage County Truancy Task Force, which will develop an individualized intervention plan designed to help remediate the attendance pattern.
- A student who has missed five (5) days consecutively from school may receive a call from the School Nurse and medical documentation for the absences may be requested.

### **Board of Education Attendance Policies**

[7:70 Attendance and Truancy](#)

[7:80 Release Time for Religious Instruction Observance](#)

[7:90 Release During School Hours](#)

## Student Health

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### Health Services

The Health Services Office is open to students daily Monday through Friday during regular school hours. After school hours, a message may be left for the School Nurse [Health Services Office contact information is available on the Health Services section of your building webpage]. You may also wish to visit the Health Services Office's webpage, where you will find a variety of resources as well as access to student health-related forms.

The Health Services Office provides general health-related services for students during the school day, including emergency first aid, health assessment, vision and hearing screening, health record compliance, blood pressure monitoring, elevator passes, and physical education (PE) medical excuses.

Except in the case of an emergency or illness, a student must have a timed pass from his current period teacher before coming to the Health Services Office. As a general rule, students may not rest in the Health Services Office for a full academic period. If a brief rest will help a student stay in school, a rest may be allowed, but only if the student has a pass from the current class teacher and is not missing a quiz, test, or presentation. Any student who is ill and unable to return to class cannot be released from school until a parent/guardian or alternate emergency contact is notified. For this reason, it is imperative that the school have telephone numbers that are current. It is the parent/guardian's responsibility to update this information immediately in the event of any change.

Parents/guardians of a student with an identified health-related need (e.g., asthma, diabetes, migraines, seizure disorders, severe allergic reactions, or daily medication) must notify the Health Services Office **prior** to the student entering school.

Hinsdale Central Health Services: <https://central.hinsdale86.org/for-families/health-services>  
Hinsdale South Health Services: <https://south.hinsdale86.org/for-families/health-services>

### Health Examinations and Immunizations

In order to attend school, a student's parent/guardian must submit proof of State-mandated health examination and immunizations **prior to** the first day of the school year. For additional information, please refer to Board [Policy 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students](#).

A student's parent/guardian must submit proof that the student received a health examination, with proof of the required immunizations, within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade, including 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.

### **Students may not attend school until proof of required health examination and immunizations are received and approved by the School Nurse.**

Unless an exemption or extension applies, the failure to submit proof of the required health examination and immunizations by the first day of school of the school year will result in the student's exclusion from school until the required health forms are submitted. New students who register after the first day of school of the current school year have 30 days following registration to comply with the health examination and immunization requirement.

If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present 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 registered nurse, physician assistant, or local health department responsible for administering

the immunizations. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school 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**

Parents/guardians are encouraged to have their children undergo an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist whenever health examinations are required. Parents/guardians of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. If a student's parent/guardian fails to present the required proof by October 15, District 86 may hold the student's report card until the student's parent/guardian presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

Parents/guardians of students entering ninth grade must present proof of the student being examined by a licensed dentist before May 15 of the school year. If the student's parent/guardian fails to present proof by May 15, District 86 may hold the student's report card until the student's parent/guardian presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student may be exempted from the health examinations and immunization requirements on religious or medical grounds as set forth in the Illinois School Code, Illinois Department of Public Health regulations, and Board [Policy 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students](#). For an exemption on religious grounds, the student's parent/guardian must present the IDPH's Certificate of Religious Exemption form to the Director of Deans. For an exemption on medical grounds, the student's examining physician, advanced practice registered nurse, or physician assistant provides written verification.

For the eye and dental examination requirements, if a student's parent/guardian shows an undue burden or a lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist, or a licensed dentist, respectively, the parent/guardian may submit the IDPH waiver form to the School Nurse. The forms can be retrieved from the Health Service Office.

The notice also must inform parents/guardians of the availability of a waiver of this requirement for students who show an undue burden or a lack of access to a dentist. The Illinois Department of Public Health waiver form must be included with the notice.

### **Vision and Hearing Screenings**

Vision and hearing screenings will be performed, as mandated, for the following students: teacher referral, transfer students, and students with individualized education plans. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months.

**Information** on the **flu vaccine** and **meningococcal vaccine** is available on the Illinois Department of Public Health (IDPH) website: <https://www.dph.illinois.gov/>.

## Medication

Consistent with State law and Board [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 or authorize the student to self-administer the medication and otherwise follow the District's procedures on dispensing or self-administering medication.

No District 86 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** [available in the Health Services section of your building webpage] 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.

## 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 Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a **School Medication Authorization Form** [available in the Health Services section of your building webpage]. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may self-administer insulin or glucagon under a diabetes care plan.

The 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 use of devices for the self-administration of medication, including asthma medication or epinephrine injectors, or medication or devices required under a qualifying plan or diabetes care plan. A student's parent/guardian must indemnify and hold harmless the 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, asthma medication, and/or a medication required under a qualifying plan.

## Undesignated Medication Supplies

### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication 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 asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. 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 Epinephrine Injectors**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine 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 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 105 ILCS 5/22-30(f) 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 effects 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. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

### **School District Supply of Undesignated Glucagon**

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with the manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer an undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

### **Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused products* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Void Policy**

The **School District Supply of Undesignated Asthma Medication** 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 asthma medication 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 asthma medication.

The **School District Supply of Undesignated Epinephrine 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 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 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 Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** 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 glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

### **Administration of Undesignated Medication**

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

### **Undesignated Medication Disclaimers**

Upon implementation of this policy, the protections from liability and hold harmless provision applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of

undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).



## School Resources

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### Counseling Services

District 86 counseling services are the cornerstone of a planned program of secondary education, encompassing all facets of college and career planning, academic decision-making, and personal-social development. Our Counseling Department's holistic and comprehensive services complement other quality educational programs within the school and provide further commitments to the intellectual, physical, social, cultural, career, and occupational development of the individual student as he or she moves into our community and world. Students may make an appointment with their counselor by using the sign-up sheets in the Counseling Office.. You may also visit the Counseling Department's website for additional information.

The school counseling staff delivers the following services:

- Selection of high school curriculum compatible with graduation requirements, individual abilities, and future plans.
- Development of post-secondary plans including the college selection process and career awareness.
- Assistance with personal, emotional and social concerns that may be impeding development and/or academic achievement.
- Interpretation of standardized achievement tests and career interest inventories.
- Coping with school and peer adjustment concerns.

### Deans

The Deans in each building oversee student attendance and discipline related matters. The Deans strive to assist students in making appropriate judgments and decisions. Multiple test/exams forms are available in the Dean's Offices at each school. These forms should be returned to the Dean's Office upon completion. The Deans' Office also serves as an informal resource for information.

Please go to the website to complete the following forms electronically:

- Pre-Arranged Absence Forms
- Senior Parking Permits Request

The following forms are available in the Dean's Office:

- Guest Dance Forms
- Forms to move an assessment when you have 3 or more fall on the same day
- Bus route changes/requests



[Hinsdale Central Deans' Office](#)



[Hinsdale South Dean's Office](#)

### Social Work/School Psychologist

The Social Work Office offers a variety of services to promote the social and emotional well-being of students. Social workers assigned to specific special education populations also can be reached through the Social Work Office. Services include individual student assessments, crisis intervention, short-term confidential counseling, staff consultation, and class presentations.

A school psychologist conducts psychological evaluations when appropriate and interprets results for students, parents/guardians, and staff. School psychologists also may assist with referrals to outside agencies.

## **School Resource Officer**

The School Resource Officers at District 86 are members of the Darien Police Department for Hinsdale South and the Hinsdale Police Department for Hinsdale Central. The SROs have been assigned to the respective schools for the purpose of assisting in the maintenance of a safe environment for all students and staff.

The School Resource Officer works in a proactive and professional manner with students, parents, guardians, and staff.

## **Bookstore**

The District's goal is to provide our families with the most convenient and cost-effective solutions for student textbooks, workbooks, and novels. As a result, District 86 has partnered with MBS Direct Virtual Bookstore. MBS Direct is the only course material provider that guarantees to have all of the textbooks students need for class. Materials are organized according to courses associated with student schedules, thereby eliminating the possibility of ordering incorrect books or editions. MBS is on the cutting edge of content delivery while enhancing students' education. MBS specializes in keeping costs down and offers convenient, accurate ordering and fulfillment processes. Each textbook or eBook ordered will be the exact version required by your child's teachers and will be delivered on time. MBS also offers a Guaranteed Buyback program.

Hinsdale Central MBS Bookstore: <https://central.hinsdale86.org/for-families/bookstore>

Hinsdale South MBS Bookstore: <https://south.hinsdale86.org/for-families/bookstore>

## **Library Media Center**

The Library Media Centers in District 86 are media rich production classrooms. The certified librarians partner with classroom instructors to teach a full range of research, reading, technology and multimedia applications and programs. The libraries offer access to a variety of quality resources which support the curriculum and meet the diverse needs and interests of our school community in a vibrant learning environment. This includes 24/7 access to the online catalog for print and digital books as well as online research databases.

Student IDs serve as library cards. Fines accrue for overdue materials. Students, and their parents/guardians, are responsible for any lost materials.

Students are welcome to use library space and services during their study hall and/or lunch period. Students must arrive before the bell, or students will be marked tardy consistent with the District's attendance policy.

## **Testing Center/Test Make Up Center**

The Testing Center allows students to take make-up tests and quizzes only after their teacher approves the use of the Testing Center and gives them a pass. Students should be prepared to show their school ID in order to receive their test or quiz. No late passes will be issued to 1st Period, so students must arrive at 7:05 AM or earlier in order to have time to complete a full-period test. Tests must be started no later than 7:30 AM if taken before school or you must have 30 minutes remaining in a period. Students may use the test center during lunch periods and study hall. All students coming from study hall must obtain a pass from the study hall teacher in order to utilize the testing center during that time.

## **ALOP (Alternative Learning Opportunities Program) DuPage**

District 86 participates in the DuPage Alternative Learning Opportunities Program <https://www.dupageroe.org/services/alternative-learning-opportunities-program>. ALOP DuPage is designed for students who are at risk of academic failure and/or who are struggling with attendance. Each student receives an individualized success plan with strong social emotional skill support. ALOP DuPage supplies the following instructional and support venues: credit attainment through engaging virtual instruction and meaningful direct instruction, high school equivalency programming, smaller learning communities, life and work readiness skills, college/career planning and counseling.

Referrals to ALOP DuPage are made through the student's home school. If you have questions about eligibility, please contact Dr. Kari Smith, Assistant Superintendent for Student Services at 630-570-8006 or [ksmith@hinsdale86.org](mailto:ksmith@hinsdale86.org).

### **Registrar & Transcripts**

The Office of the Registrar services includes student registration, withdrawals, transfers, and requests for high school transcripts. Other services provided by this office include: verification of grades for insurance purposes, full-time student letters, graduation verification for employment purposes, social security forms completed upon request, and residency verification for all changes of address.

### **Technology Center of DuPage**

The Technology Center of DuPage (TCD), located in Addison, specializes in preparing students for career fields such as science and technology occupations, health and human services, business opportunities, and more. TCD offers area high school juniors and seniors 20 career and technical education programs (CTE) as part of their high school curriculum. Its mission is to provide an educational environment that supports and encourages individual learning styles, develops occupational skills and professionalism, promotes academic growth, and assists students in discovering their potential. A number of TCD's programs offer articulated credit with local colleges. Log onto [www.tcdupage.org](http://www.tcdupage.org) for further information. Bus transportation is provided to students. Students will not be allowed to provide their own transportation to TCD.

### **Cafeteria Services**

District 86 contracts with Quest Food Management Services, Inc. to provide healthy, balanced menu items for all students. A dietitian serves each school building and can be reached by telephone at the phone numbers listed in each building's respective directory. Lunch menus are posted within each building and are updated weekly.

### **Infinite Campus Fees**

Infinite Campus allows students to make purchases in the school cafeteria without the need to carry cash to school. By using the Infinite Campus Portal, users can pay registration fees, purchase items at the bookstore (PE uniforms, replacement ID Cards, basic school supplies), and pay for school activity fees directly from the portal. Users may opt to receive email notifications when the account balance is low and may opt to reload funds automatically.

Meal balances can be loaded for free using cash or an echeck or for a processing fee of 3.85% per transaction when using a credit or debit card. For more information go to <https://resources.finalsite.net/images/v1660765918/d86hinsdale86org/g3lu3yym37bfmqi8jovx/ICParentPortal.pdf>

### **Work Permits**

Students between the ages of 14 and 16 may be in a position to secure an Employment Certificate/Work Permit in accordance with the Illinois Department of Labor regulations. Students must first secure a position of employment prior to applying for a work permit. Work Permits may be obtained through the Counseling Office. Students must present the following documents: birth certificate, social security number, letter of approval to work signed by parent/guardian, and a letter from the employer stating the type of work and number of days/hours the student will be expected to work.

### **Insurance**

The District annually procures student accident insurance to provide supplemental insurance to families that have a student injured while participating in school sponsored and supervised activities on or off school premises. This includes activities during regular school hours, and clubs and athletics that are

sponsored and supervised by the District. If you need to have a claim form issued, please contact the Director of Deans on student attendance days or the Assistant Principal of Operations on non-student attendance days at your respective school.

Additionally, parents or guardians can obtain an accident insurance policy for their student(s). Information is shared during registration.

### **Safety Drills**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills to address and prepare students and school personnel for fire incidents (one of these three drills shall require the participation of the local fire department or district), a minimum of one (1) severe weather (shelter-in-place) drill to address and prepare students and school personnel for possible tornado incidents, a minimum of one (1) law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. For additional information on the District's Safety Drills, please see Board [Policy 4:170 Safety](#).

### **AED and CPR Video**

District 86 encourages parents and staff to view the [cardiopulmonary resuscitation and automated external defibrillators training video](#) posted on the Illinois High School Association's website as required by Public Act 098-0305 which took effect in August 2013.

### **Visitors**

**Adults:** During the school day, visitors are required to enter through the front entrance of the building and proceed immediately to the Greeter. Visitors must identify themselves by producing photo identification and inform school personnel of their reason for being at school. Approved visitors must wear a tag/lanyard identifying themselves as a guest. The tag/lanyard need to be clearly visible while in the building. All visitors must return to the greeter's desk and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

**Students:** For the protection of students, staff, and school property, student visitors are subject to administrator approval through the Deans' Office. In general, the District will not permit students to bring other student visitors to school.

For additional information, please refer to Board [Policy 8:30 Visitors to and Conduct on School Property](#).

### **Messages and Deliveries to Students**

In order to avoid disruption to the educational process, telephone messages will not be delivered to students to remind them of doctor/dental appointments, pick-up times/places, and other non-emergency messages. District staff will not accept deliveries for food or other items from outside vendors. Items such as gifts, flowers, or forgotten lunches will not be accepted. Students who have special dietary or medical needs should make arrangements with food services or the health services office regarding lunch accommodations. Parents may, however, leave a message or items at the Greeter's Desk where students can stop during passing periods if they are expecting a message or delivery. In extreme emergencies, an attempt will be made to deliver a message to the student. Please refrain from contacting your student via text message or by cell phone during the school day.

## Fee Waivers

Families who are struggling financially and need assistance may apply for a fee waiver. For more information on fee waivers, including eligibility and the application process, see Board [Policy 4:140 Waiver of Student Fees](#) and contact:

Hinsdale South - Kristin Scamehorn, 630-468-4216 - [kscamehorn@hinsdale86.org](mailto:kscamehorn@hinsdale86.org)  
Hinsdale Central - Julie Van Ness, 630-570-8214 - [jvanness@hinsdale86.org](mailto:jvanness@hinsdale86.org)

## Free and Reduced Price Lunch

Free and reduced-price food services, including breakfast and lunch, is provided to eligible students. Applications must be made annually. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Eligibility forms are mailed home over the summer, are available on the District website, or may be picked up in the bookstore. For more information on free and reduced-price food services, including eligibility and the application process, see Board [Policy 4:130 Free and Reduced-Price Food Services](#) and contact:

Hinsdale South - Kristin Scamehorn, 630-468-4216 - [kscamehorn@hinsdale86.org](mailto:kscamehorn@hinsdale86.org)  
Hinsdale Central - Julie Van Ness, 630-570-8214 - [jvanness@hinsdale86.org](mailto:jvanness@hinsdale86.org)

Board Policy 4:130 Free and Reduced-Price Food Services also includes a Non-discrimination Assurance that the District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

## Title I: Improving the Academic Achievement of the Disadvantaged

Students requiring remedial or tutorial support services who meet the guidelines established by the Federal Department of Education receive such services through the District's Title I programs.

District 86 and Hinsdale South High School receive Title I funds annually to support these programs. At least once per year, Hinsdale South convenes a meeting for parents and students participating in Title I programs in order to inform parents of the program purposes, content, and requirements.

The District has adopted Board [Policy 6:170 Title I Programs\\*](#) to foster parent involvement in the planning, review, and improvement of Title I programs.

To discuss opportunities for parental involvement, please contact:

Christopher Covino  
Assistant Superintendent for Academics  
5500 South Grant Street  
Hinsdale, IL 60521  
[ccovino@hinsdale86.org](mailto:ccovino@hinsdale86.org)  
630.655.6100

\*A translated copy of this policy may be requested by contacting Christopher Covino.

## Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property or loitering within 500 feet of school property when children under the age of 18 are present, unless the offender meets either of the following two exceptions.

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii)

- participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

If the child sex offender is permitted to be near or on school property, the offender must notify the Principal's Office immediately upon arrival on school property and upon departure from school property. A designated school official will supervise the child sex offender at all times the offender is in a child's vicinity. It is the responsibility of the offender to remain under the direct supervision of the school official.

Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification Law. For additional information, refer to [Board Policy 4:175 Convicted Child Sex Offender; Screening; Notifications](#).

### **Mandated Reporting**

Student safety is of paramount importance to the District 86 Board of Education, administration, faculty, and staff. As mandated reporters, District employees must report suspected child maltreatment immediately to the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. Child abuse is the maltreatment of a child under the age of 18, which can be physical, sexual, or emotional, including by a parent/guardian or an adult in the role of caretaker. Child neglect includes the failure to provide adequate supervision, food, clothing, shelter, medical treatment, or other basics for a child, as well as abandonment without a proper plan of care. The following procedures have been established to protect the safety and well-being of our students.

**Student Responsibilities** - When a child believes that they have been victimized, he/she should immediately seek the help of an adult whom they trust, such as a teacher, counselor, social worker, parent/guardian, Dean, School Resource Officer, or a building administrator. Students who are aware that a peer has been abused or neglected also are encouraged to forward information to a trusted adult. If the student does not feel there is an adult he/she can trust, he/she should immediately call the abuse hotline number listed below.

**Staff Responsibilities** - Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, must notify DCFS via the child abuse hotline. District employees receive training regarding this responsibility.

For additional information, please refer to Board [Policy 5:90 Abused and Neglected Child Reporting](#).

– **DCFS Child Abuse Hotline: 1-800-25-ABUSE (22873) or 1-800-358-5117 (TTY)** –

### **Suicide Awareness and Prevention Policy**

#### **[7:290 Suicide and Depression Awareness and Prevention](#)**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the [School Code Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
  - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

### Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101 et seq.](#)

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

Adopted: April 28, 2022

Crisis Text Line: Text HOME to 741741 to connect to a crisis counselor

National Suicide Prevention Lifeline: 988; 988 lifeline.org

Safe2Help Illinois Helpline: 844-4-SAFEIL (723345); Text SAFE2 (72332); [Email-HELP@Safe2HelpIL.com](mailto:Email-HELP@Safe2HelpIL.com); or Download App



## **Student Services and Specialized Instruction**

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### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, and/or activities. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Student Support Services**

The Special Education Department provides a full range of support services for students who are eligible for special education.

### **Deaf and Hard of Hearing Program**

The Deaf/Hard of Hearing Program (DHH) provides educational and support services for deaf and hard of hearing students from the DuPage-West Cook Regional Special Education Association. The DHH program consists of courses taught by certified teachers of the deaf. General education courses are also available with the support of Sign Language interpreters. Other support services include: teacher supports, resource teachers, vocational assessments and job placement, counseling, assistive technology, student support services, social work and speech and language training. Many opportunities for social interaction via extra-curricular activities are also available to students in the DHH program.

### **Students Who are Deaf, Hard of Hearing, Blind, or Visually Impaired**

If a child is deaf, hard of hearing, blind, or visually impaired, he or she may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. The Illinois Department of Human Services (IDHS) has developed one-page fact sheets which includes information on each of these schools. [IDHS, Services for People Who Are Deaf or Hard of Hearing.](#)

### **English Learners**

District 86 provides English Language Learners (ELL) the opportunity to complete courses with appropriate linguistic support through our ELL program serviced primarily on the Hinsdale Central campus. Students who qualify as English Language Learners have the choice to attend Hinsdale Central campus to have access to ELL specific courses designed for beginning and intermediate level students in this program as determined ACCESS testing. Hinsdale South's ELL program offers Resource assistance designed for students in the ELL program. Any student in the ELL program who chooses to remain at Hinsdale South will have access to ELL support through a Resource class. Students may re-evaluate their decision at any time. If you have questions regarding the District's ELL Program, please contact the District ELL Coordinator at 630-570-8232.

### **Homebound or Hospitalized Services/Tutoring While Homebound or Hospitalized**

A child qualifies for home or hospital instruction if it is anticipated that, due to a medical condition, the child will be unable to attend school, and instead must be instructed at home or in the hospital, for a period of 2 or more consecutive weeks or on an ongoing intermittent basis. "Ongoing intermittent basis" means that the child's medical condition is of such a nature or severity that it is anticipated that the child will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences. There shall be no requirement that a child be absent from school a minimum number of days before the child qualifies for home hospital instruction. In order to establish eligibility for home or hospital services, a student's parent or guardian must submit to the District a written statement from a physician licensed to practice medicine in all of its branches, a licensed physician assistant, or a licensed advanced practice registered nurse stating the existence of such medical condition, the impact on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school. Home or hospital instruction may commence upon receipt of a written physician's, physician assistant's, or advanced practice registered

nurse's statement in accordance with the Illinois School Code but no later than five school days after the school district receives the physician's, physician assistant's, or advance practice registered nurse's statement. For additional information, please refer to Board [Policy 6:150 Home and Hospital Instruction](#). If you believe your student may qualify for home/hospital instruction, please contact your student's school counselor.

### **Students Experiencing Homelessness**

The **McKinney-Vento Homeless Education Assistance Act** ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The Act requires a local homeless education liaison in every school district to assist children and unaccompanied youth in their efforts to attend school. This act guarantees homeless children and youth the following:

- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment.
- The right to attend school in the school of origin (if this is requested by the parent and is feasible) or in the school in the attendance area where the family or youth is currently residing.
- The right to receive transportation to his/her school of origin, if this is requested by the parent.
- The right to services comparable to those received by housed schoolmates, including transportation, supplemental educational services, and meal programs.
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
- The posting of homeless students' rights in all schools and other places around the community.

It is the goal of District 86 to create public awareness of the rights of homeless children and youth and to ensure compliance with the law at State and local levels.

Homeless children and youth, as defined by the Act are individuals who lack a fixed, regular, and adequate nighttime residence, and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or similar reasons; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus/train stations or similar settings.
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

If you have any questions regarding homeless status and provision of educational services, please contact the Homeless Liaison for District 86 at 630-570-8007. The State Coordinator for the Education of Homeless Children and Youth can be reached at [homeless@isbe.net](mailto:homeless@isbe.net).

For additional information, please refer to Board [Policy 6:140 Education of Homeless Children](#).

### **Section 504/Education of Children with Disabilities**

#### [Policy 6:140 Education of Homeless Children](#)

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District.

Students are identified as eligible for special education services through a referral process and a case study evaluation of the student. The results of the case study evaluation are used to develop an Individualized Education Plan (IEP) for the student. Parents, general and special education teachers, and administrators meet regularly to review student progress, identify individual student needs, and monitor the implementation of the IEP. If you have questions regarding special education programs at District 86

or would like to refer your child to be considered for a case study evaluation, please contact:

Dr. Kari Smith  
Assistant Superintendent for Student Services  
5500 South Grant Street  
Hinsdale, IL 60521  
ksmithi@hinsdale86.org  
630-570-8006

Students with disabilities who do not qualify for an IEP, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the 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.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 was enacted to prohibit discrimination based on disability in programs or activities receiving federal funds. Students who are unable to participate in school programs or activities because of a disability that affects one of their major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning) may be eligible for accommodations through a Section 504 plan. Inquiries about 504 plans should be directed to:

Dr. Jason Rehfeldt  
Student Services Coordinator  
jrehfeld@hinsdale86.org  
630-468-4416

Additional information on District 86 policies on the education of children with disabilities, with respect to Section 504, can be found on the district website [d86.hinsdale96.org](http://d86.hinsdale96.org) / [Student Services](#) and in Board [Policy 6:120 Education of Children with Disabilities](#).

### **Prior Written Notice**

District 86 will provide prior written notice to parents/guardians of any decision (a) proposing to initiate or change, or (b) refusing to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to their child, and the reason for the change or the refusal to change. For more information see the Notice of Procedural Safeguards for Parents / Guardians of Students with Disabilities [https://www.isbe.net/documents/nc\\_proc\\_sfgrds\\_34-57j.pdf](https://www.isbe.net/documents/nc_proc_sfgrds_34-57j.pdf).

### **Assistive Technology**

Children with disabilities may need and are entitled to special equipment and services to ensure that they have access to a free and appropriate public education (FAPE).

Assistive technology includes both devices and services. As defined in IDEA:

- an assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability. (34 CFR 300.5)
- an assistive technology service means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. (34 CFR 300.6)

During the IEP process, assistive technology will be considered for every child and then provided if required in a child's IEP to access a free and appropriate public education (FAPE). Additional information can be found at ISBE website: <https://www.isbe.net/Pages/Special-Education-Assistive-Technology.aspx> or by contacting:

Illinois Assistive Technology Program  
1020 S. Spring St.  
Springfield, IL 62704  
Phone/TTY: (800) 852-5110  
Fax: (217) 522-8067  
<http://www.iltech.org>

### **Delegation of Rights for Special Education Students**

Student's educational rights transfer from the parents/guardians to the student on the student's 18<sup>th</sup> birthday. [https://www.isbe.net/documents/nc\\_proc\\_sfg\\_rds\\_34-57j.pdf](https://www.isbe.net/documents/nc_proc_sfg_rds_34-57j.pdf)

### **Parents/Guardians Legal Protections When a Public Agency Seeks to Access Public Benefits or Insurance**

Your child's individual education plan (IEP) includes special education and related services provided by our special education staff. One or more of the services included on your child's IEP qualifies for reimbursement from Medicaid. Schools routinely access Medicaid funding to help meet costs of providing special education services. Federal special education law requires that school districts seek parental permission prior to submitting bills for reimbursement from public insurers such as Medicaid. This letter is asking your permission to bill Medicaid for services listed in your child's IEP.

Granting this permission to bill Medicaid will not reduce your ability to seek other Medicaid-covered health-related services outside the school setting. This permission will not decrease lifetime coverage, increase premiums, or lead to the discontinuation of benefits, as Medicaid does not have a maximum number of eligible visits or a lifetime maximum for services.

Along with this request to bill Medicaid, it is also necessary that the district ("the School") obtain your written permission to release information to Medicaid. This permission must be obtained prior to the School ever releasing your child's personal information from educational records for billing purposes to a public benefits or insurance program. Medicaid requires documentation of the services our staff provided prior to making payment to the School.

You have the right to withdraw consent at any time. Your child's free appropriate public education and related services will continue regardless of consent, refusal of consent, or withdrawal. If you choose to refuse consent or withdraw your consent, the school district is still required to provide the required services at no cost to the parents.

The [full notice of parent protections](#) can be found on the student services page:  
<https://www.hinsdale86.org/departments/student-services>.

### **Draft Documents**

District 86 will provide notice to parents/guardians of their right to choose from available delivery methods to receive copies of all written materials that will be considered at a meeting to determine their child's eligibility for special education and related services or to review their child's IEP. The written materials must be provided to parents/guardians no later than 3 school days prior to the meeting.

### **Right to Review Student Records Prior to Eligibility or IEP Meeting**

District 86 provides parents/guardians with a copy of all written material that will be considered at eligibility or IEP meetings so that they can participate as a fully informed member of the IEP team. Please note that nothing will be decided regarding your child's eligibility for special education services and/or the content of the IEP until the IEP team meets, discusses all relevant information, and makes its final determinations.

If you have any records, reports, or other information that you would like the IEP team to also consider, please provide it to your child's case manager as soon as possible.

Written requests to inspect and/or copy the student records should be submitted to Dr. Kari Smith, Assistant Superintendent of Student Services, Hinsdale Township High School District, 5500 South Grant Street, Hinsdale, IL 60521.

### **Related Service Logs**

District 86 will maintain related service logs that record the type and number of minutes of the related service(s) administered to your child. Copies of any related service logs will be available to you at your child's annual review IEP meeting. You may also request a copy of the related service logs at any time.

If you would like to receive copies of your child's related service logs, please send your written request to your child's case manager.

### **Response to Intervention/Multi-Tiered System of Support**

District 86 follows the [ISBE Response to Intervention \(RtI\)](#) approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. RtI involves an education process that matches instructional and intervention strategies and supports to student needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports, and interventions.

RtI is also a process designed to help schools focus on and provide high quality instruction and interventions to students who may be struggling with learning. An intervention is a specific type of instruction that is used to help with a specific type of problem. Interventions are matched to student needs. Student progress is monitored often to check the effectiveness of the instruction and interventions. The data collected on a student's progress are used to shape instruction and make educational decisions. Use of an RtI process can help avoid a "wait to fail" situation because students get help promptly within the general education environment.

RtI has three important parts: 1) A multi-tiered model of school supports, 2) Using a problem solving method for decision-making at each tier, and 3) Using data to inform instruction at each tier.

### **Misconduct by Students with Disabilities Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Students with Disabilities**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining students with individualized education plans. No student with individualized education plans shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Interpreter Services at IEP Meetings**

District 86 is in compliance with the January 22, 2021, Illinois State Board of Education (ISBE) regulations that require districts to provide "Qualified Interpreters" at IEP meetings to allow parents, whose native language is other than English, to meaningfully participate in the IEP meeting.

You have the right to request that the school district provide an interpreter for the meeting. You have the right to request that the interpreter serve no other role in the IEP meeting other than as an interpreter, and the school district should make reasonable efforts to fulfill this request. You can request an interpreter by contacting the Director or Assistant Director of Special Education in your building. If these meeting arrangements are not agreeable and/or if you wish to review and/or copy your child's school student record, please contact Dr. Kari Smith, Assistant Superintendent of Student Services at 630.570.8006.

Qualified interpreters are available at IEP team meetings upon request for parents/guardians whose native language is other than English. If a qualified interpreter is not available, the district may use outside vendors, including telephonic interpreters.

Parents/guardians, including parents/guardians who are deaf, may request an interpreter at IEP team meetings by contacting the Special Education Coordinator. Parent/guardian requests for an interpreter at IEP meetings should be made at least 10 days before such meetings whenever possible.

Parents/guardians have the right to request that the bilingual interpreter provided at an IEP meeting by the district serve no other role in the IEP meeting than as an interpreter, and the district will make reasonable efforts to fulfill this request.

Contact Dr. Kari Smith, Assistant Superintendent of Student Services at 630.570.8006 with any questions or complaints about interpretation services.

### **Graduation**

Students with IEPs who require services beyond 4 years of high school have the right to participate in District 86 Graduation Ceremonies and receive a certificate of completion.

## Academic Program and Policies

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**Program of Studies:** <https://www.hinsdale86.org/for-families/programs-of-study>

### Age of Majority

Students who reach the age of 18 will continue to be subject to Board of Education Policy and District and school rules and regulations.

### Academic Integrity

Personal integrity is important. You are responsible for your integrity and your education. As a student, it is your duty to understand what is required on an assignment, to work honestly to fulfill it, and to guarantee that your final product is entirely your own work. Academic dishonesty is an obstacle to learning and to reaching your full potential. It is essential that the *Partnership in Learning* that exists at the district among students, parents/guardians, and staff, values the integrity of student performance and reinforces the intent of this academic integrity policy.

[Academic Dishonesty / Honor Code](#)

[Guidelines for Discipline of Academic Dishonesty / Honor Code](#)

### Grading and Promotion

For additional information on the District's Grading and Promotion policies, please see Board [Policy 6:280 Grading and Promotion](#).

### Graduation Requirements

For additional information on the District's Graduation Requirements, please see Board [Policy 6:300 Graduation Requirements](#).

### High School Credit for Non-District Experiences

For additional information on the District's policies for awarding credit for non-District experiences, please see Board [Policy 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students](#).

### Report Cards – Home Access Center

Parents/guardians and students have 24-hour online access to student's grades through the Home Access Center (HAC). HAC provides real-time access to interim progress reports and final semester grades. Report cards are only available online through your Home Access Center account. Only semester grades are included on a student's transcript. Individual class rank is no longer printed on student transcripts, publicly announced, or posted.

### Testing Calendars – AP, ACT, PSAT, SAT

**Advanced Placement Exams (AP)** — Advanced Placement Exams are offered in conjunction with all AP courses. AP classes are designed to prepare students for success with college-level content and exams, so they are uniquely challenging and rigorous. In addition, AP courses provide students with the opportunity to receive college credit by earning qualifying scores on the AP exams that are taken in May.

**American College Test (ACT)** — The ACT is typically given on a weekend at Hinsdale South in October and April and at Hinsdale Central in September and April. Please refer to each individual school's handbook for school code and test center numbers. View test registration deadlines and register for the ACT online at: [www.actstudent.org](http://www.actstudent.org).

**Armed Services Vocational Aptitude Battery (ASVAB)** — Offered to all interested sophomores, juniors, and seniors at no fee. The test will be given on Tuesday, Nov. 23, 2020. Register in the Counseling Office during the last two weeks of October.

**Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)** — Offered to ALL juniors. The test is scheduled for 7:45 a.m. on Wednesday, Oct. 13, 2021.

**Scholastic Achievement Test (SAT)** — SAT completion is a graduation requirement that is offered free of charge to ALL juniors in April of each school year. This is the only test date that satisfies the state of Illinois graduation requirement. Additionally, there are optional SAT test dates throughout the year. View test registration deadlines and register for the SAT online at: [www.collegeboard.org](http://www.collegeboard.org). Please refer to each individual school's handbook for school code and test center numbers.

### **Field Trips**

Field trips are planned by classes and other school groups as part of the student's educational experience. Absences due to field trips will be considered excused. Before the field trip, a signed parent permission form must be turned into the sponsoring teacher by the deadline set by that teacher in order for the student to attend the field trip and for the absence from the student's classes to be excused. Handwritten notes will not be accepted. When a field trip involves only a partial absence, students are expected to attend all other classes that day which are not affected by the duration of the field trip.

The school reserves the right to exclude a student from participating on a field trip. Such a decision would be determined on the basis of the student's conduct and/or attendance in school. Students are required to ride the bus to and from the field trip.

### **Locker Assignments**

School lockers are the property of District 86. Lockers are assigned to students prior to the start of the school year. Combinations should not be shared with any other students. Only one (1) student may use a given locker. Lockers are subject to inspection by school authorities to protect the health and welfare of the students, faculty and staff. Additional pad or combination locks will be removed. Please see Board [Policy 7:140 Search and Seizure](#).

It is the responsibility of each student to thoroughly clean out any and all lockers issued to them. Locker clean out needs to be completed by noon on the last day of second semester finals.

Any school supplies found in lockers after the last day of second semester finals will be disposed of or donated to a charitable organization. Personal items will be collected, tagged, and stored for one week. Items can be claimed through the bookstore. All unclaimed per



## Student Discipline

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Students are expected to behave appropriately in school, on school property (including school transportation), and at school-related activities and events at all times. School administrators are authorized to discipline students for violations of school rules and gross disobedience or misconduct as set forth in District 86 Board of Education policies. If an administrator determines that a person poses a "clear and present danger" to himself, herself, or to others, the administrator must notify the Department of State Police within 24 hours of the determination (405 ILCS 5/6-103.3; 20 Ill. Admin. Code § 1230.120)

### Board 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, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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 or silenced 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, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. 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.
- 10. 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.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 13. Entering school property or a school facility without proper authorization.
- 14. 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.

15. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. 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.
21. 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 two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall 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.

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

#### 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.

The expulsion requirement under either paragraph one or two 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, Ill. Dept. of State Police (ISP), 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, 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.

Adopted: April 28, 2022

Parents/guardians have a right to request a meeting to discuss an incident in which isolated time out, time out, or physical restraint was used no later than than two (2) school days after the incident.

#### **Detentions**

Students may be assigned a detention by school staff or an administrator. An extended detention may be assigned by the Dean or other administrator. Detentions are 45 minutes and are held on Tuesdays, Wednesdays, and Thursdays before school from 7:10 a.m. to 7:55 a.m. or after school from 3:15 p.m. to 4:00 p.m. Extended Detentions are held on varying days of the week from 3:15 p.m. to 5:45 p.m.

Students are expected to bring academic work and materials to work on during detention. If a student does not serve an assigned detention, the student may be assigned an In-School Supervised Study (ISS).

Students may be requested to present their student I.D. card for attendance taking purposes in detention. Students are responsible for their own transportation to and from an assigned detention.

### **In School Supervised Study**

Students may be assigned a full or partial day In-School Supervised Study (ISS). During ISS, students will spend their normal academic school day in the assigned location. Students assigned to ISS must be on time, behave appropriately and consistent with all school rules, and are expected to complete academic assignments provided by their teachers.

### **Loss of Privileges**

Students may forfeit bus riding privileges, use of the cafeteria, library, use of the student parking lot, attendance at the extracurricular activities or field trips, and/or other privileges for noncompliance with school rules, both on or off campus. Students also may be subject to additional disciplinary consequences.

### **Out of School Suspension**

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one to 10 school days. A school administrator will provide notification of an out-of-school suspension to the student's parent/guardian, including a written statement of the reason(s) for the suspension and an explanation of the parent's right to request a review of the suspension. The District's suspension procedures are set forth in Board of Education Policy 7:200. A student who is suspended is prohibited from participating in or attending any District activity or event and is prohibited from being on District property during the period of suspension. Any violation may result in additional disciplinary consequences and/or legal action.

A student serving an out-of-school suspension will have an opportunity to make up any missed work for equivalent academic credit. Completing and turning in all completed school work is the responsibility of the student. A student will have the opportunity to make-up academic work during the term of the student's out-of-school suspension for equivalent academic credit consistent with the District's Make-Up Work policy.

### **Make-up Work due to an Excused Absence (Suspension)**

When students are absent from school or if a student is suspended from school, the student will be allowed to make up missed work, including homework and tests for equivalent academic credit. Teachers have the option to give an alternative assessment. Students may reach out to teachers to request class assignments.

- Students must make arrangements with teachers upon return to school and complete any test or quizzes within 2 days of the absences.
- Any student who is absent 3 consecutive days or more will have the equal amount of days to complete and turn in class assignments and make-up any tests or quizzes.
- Students that have been suspended out of school will participate in a re-engagement plan prior to returning to classes.

Incomplete work or failure to complete and turn in the work within the time required may result in a lowering of grades. Students who have been suspended from school must participate in a re-engagement process in order to return to school. The goal of the re-engagement process is to support the student in reintegrating into the school environment following the out-of-school suspension.

## **Expulsion**

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct for a definite period of time not to exceed two (2) calendar years. Expulsion shall take place only after the student's parent/guardian has been provided a written request to appear at a hearing before the Board or a hearing officer appointed by it to determine whether the student should be expelled. The District's expulsion procedures are set forth in Board of Education Policy 7:210. A student who has been expelled from school is prohibited from participating in or attending any District activity or event and is prohibited from being on District property during the period of the expulsion. Any violation may result in additional disciplinary consequences and/or legal action. Students who have been suspended from school must participate in a re-engagement process in order to return to school. The goal of the re-engagement process is to support the student in reintegrating into the school environment following the period of expulsion.

## **Arrest**

Students whose behavior may violate a law or local ordinances may be subject to arrest, in addition to school disciplinary consequences. Law enforcement will be contacted to address any such infractions.

## **Bullying/Harassment**

### **Policy 7:180 Prevention of and Response to Bullying, and Other Aggressive Behaviors**

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 and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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 characteristic 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.

#### Definitions from 105 ILCS 5/27-23.7

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyberbullying* 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. *Cyberbullying* 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*. *Cyberbullying* 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, (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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*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 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; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in [105 ILCS 5/27-23.7\(b\)](#) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Dean of Students, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

#### **Nondiscrimination Coordinator/Title IX Coordinator:**

Cheryl Moore - Assistant Superintendent for Human Resources  
5500 South Grant Street,  
Hinsdale, IL 60521



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4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. 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. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 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.
- e. 6:235, *Access to Electronic Networks*. 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.
- f. 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).
- g. 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.
- h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

- i. 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide 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.

Adopted: April 28, 2022

### **Academic Dishonesty / Honor Code**

Board [Policy 7:190 Student Behavior](#), explicitly prohibits, “Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.”

Academic dishonesty includes the use of unauthorized materials and devices, presenting another person’s works or ideas as your own, or enabling someone else to do so. Examples of academic dishonesty include, but are not limited to, the following:

- Turning in any work that has been bought, borrowed, or stolen;
- Lending your work to another student;
- Paraphrasing or copying material in part or in whole from a source without giving proper credit;
- Citing material inaccurately;
- Falsifying or inventing information or citations;
- Claiming another persons' or sources' ideas as your own;
- Copying homework from another student or enabling someone else to do so;
- Looking at another student’s paper during a test or quiz;
- Giving another student answers during a test or quiz;
- Telling a student who has not yet taken a test or quiz what questions are asked on a test;
- Unauthorized possession of instructional materials;
- Copying or communicating assessment material without the express consent of the teacher and/or facilitator. For example: copying coursework, sharing information about a test/quiz;
- Using unauthorized notes or electronic devices in violation of guidelines established by the teacher and/or facilitator. For example: unauthorized use of a calculator/phone, cheat sheets;
- Misrepresenting assessed materials as one’s own, submitting falsified information. For example: changing answers or grades, lying on applications, using unauthorized assistance;
- Stealing or accepting stolen copies of academic material(s).

Collaboration with others on an assignment may sometimes be encouraged by a teacher. However, collaboration with others on an assignment is prohibited when not authorized or directed by a teacher. If your teacher instructed you not to collaborate and you do, it is cheating.

### **Guidelines for Discipline of Academic Dishonesty / Honor Code**

In order to address issues of academic dishonesty with an educational approach that identifies why the students engaged in academic dishonesty and give them the tools to make better choices moving forward, the District will implement the following steps. Depending on the severity of the student’s academic dishonesty, the below process may not be followed in sequential order and the student also may be subject to disciplinary consequences consistent with Board [Policy 7:190 Student Behavior](#).

**First Offense** - Teacher reports an incident of academic dishonesty to the Deans’ Office through a conduct referral. The Dean documents the incident via the conduct referral. Teacher meets with the student and contacts the student’s parent/guardian.

**Second Offense** – Teacher reports an incident of academic dishonesty to the Deans’ Office through a conduct referral. The Dean meets with the student and documents the incident.

Teacher meets with the student, issues a consequence, and contacts the student's parent/guardian.

**Third Offense** - Teacher reports an incident of academic dishonesty to the Deans' Office through a conduct referral. The Dean meets with the student and documents the incident. The Dean may assign an online academic module that aligns with the offense for the student. Teacher meets with the student, issues a consequence, and contacts the student's parent/guardian.

**Fourth Offense** - Teacher reports an incident of academic dishonesty to the Deans' Office through a conduct referral. A meeting is held with the Assistant Principal for Curriculum and Instruction, Department Chair, teacher, parent/guardian, student, and the Dean. The Dean documents the incident. The student may be placed on a behavior contract and teacher consequences may be assigned.

### **Automobile Regulations & Parking**

All cars parked on District and school grounds must be parked in an authorized area and display the current school parking permit, as applicable. The speed limit in all District and school parking lots is 10 miles per hour.

At Hinsdale South High School, junior and senior students may apply for a parking permit. At Hinsdale Central High School, only senior students may apply for a parking permit. Students who do not have a parking permit for the current school year may not park on school grounds. Students with parking permits must park in the designated student parking lot at each high school. Student parking is based on space-availability, on a first come, first serve basis each school day. Student parking in the Staff Parking Lot, including before and after school, is strictly prohibited.

The student parking lot is provided for students with parking permits to park their vehicles. It is not a place to loiter. Once a student arrives in the parking lot, within a reasonable period of time, the student is to gather their belongings and immediately enter the school building. At the end of the student's day, the student should leave school grounds in their vehicle in their vehicle within a reasonable period of time and not loiter in or around the student parking lot.

Parking on school grounds for students is a privilege. By parking on school grounds, the student is agreeing to abide by the parking rules and regulations. Failure to follow the parking rules and regulations may result in disciplinary consequences for students, including loss of parking privileges and consistent with Board [Policy 7:190 Student Behavior](#). In addition, by parking on school grounds, students consent to school searches of their vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. Please also see Board Policy 7:140, Search and Seizure.

### **Student Parking Rules and Regulations**

1. You must be a licensed driver and have a valid student parking permit for the current school year.
2. The cost of a parking permit is \$150.00 for the school year or \$75.00 per semester. In cases of financial hardship, students should contact the Director of Deans.
3. Parking permits must be prominently displayed from your rear-view mirror or front window.
4. Parking permits are non-transferable. It must be used only by the student and in the vehicle that it was issued. If a student sells, gives away, or loans their parking permit or car to another student, his/her parking privileges will be revoked. A student in possession of a parking pass not issued to the student will, as applicable, have their parking privileges for the current school year revoked and/or will forfeit their ability to obtain a parking permit the following school year. If the vehicle a student's parking pass is registered to is being repaired or otherwise not available for use for a period of time, please contact the Deans' Office so we can alert the security staff of the temporary change in vehicle.
5. There are no reserved parking spots in the student parking lot. Parking is on a first come, first serve basis. Unauthorized or illegally parked vehicles will be towed and/or the student may be subject to disciplinary consequences

6. Permission to go to your vehicle during the school day must be obtained through the Deans' Office. This includes during study hall and lunch periods.
7. Permission to leave the parking lot during the day must be obtained through the Deans' Office. Students must receive permission to leave school early from the Deans' Office consistent with the District's attendance policy and procedures.
8. If a parking permit is lost or stolen, one (1) replacement will be issued for \$50.00. Only one (1) replacement will be allowed each school year per student.
9. Permits may be denied to students who have prior parking violations.
10. The District is not responsible for any loss, theft, or damage that takes place in the school parking lot.
11. In order to maximize the parking lot's capacity as well as to improve safety, cars must be parked inside of the lines indicating a parking space of the designated parking space.
12. Parking privileges may be suspended or revoked if drugs or alcohol are found in a student's vehicle while in the school lot. This is in addition to student disciplinary consequences for such offenses.
13. Discourteous, reckless, or unsafe operation of a motor vehicle in any of the school's parking lots is prohibited and may result in the suspension or revocation of a student's parking privileges, in addition to disciplinary consequences.
14. Possession of, or any participation in the making of, counterfeit parking permits will result in automatic revocation of a student's parking privileges, in addition to disciplinary consequences.
15. A person, regardless of age, may not use a wireless telephone (cell phone) at any time while operating a motor vehicle on school grounds or a roadway in a school speed zone.

### **Bicycles/Skateboards**

Bicycles are to be locked in the bike racks provided on campus. Skateboards and inline skates are not to be used on school grounds.

### **Bus Transportation**

The guidelines for riding the bus are as follows:

1. You must live within the bussing area (1.5 miles or more) from the school.
2. Students must ride their assigned bus only.
3. Upon entering the bus, students must show their valid student I.D. to the bus driver. If you have lost your student I.D. card or if you have an authorized visitor, a temporary bus pass must be obtained in the Deans' Office in advance. Temporary bus passes do not replace student I.D. cards. A student will be provided up to two (2) temporary bus passes per semester. Students exceeding the two (2) temporary bus passes per semester will be charged a \$1.00 fee per pass requested.

Questions concerning bus routes or ridership should be directed to the Director of Deans. Information about specific bus routes will be distributed during summer registration, posted in the school, and available on the District 86 web page [www.hinsdale86.org](http://www.hinsdale86.org).

In the interest of the student's safety and in compliance with State law, students are expected to observe the District's bus safety rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Windows may be lowered no further than the black line.
4. Keep all parts of the body and all objects inside the bus.
5. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity are not allowed.
6. Enter and exit the bus only when the bus is fully stopped.
7. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
8. Use emergency door only in an emergency.
9. In the event of an emergency, stay on the bus and await instructions from the bus driver.

10. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in disciplinary consequences.
14. Be waiting at your bus stop on time.
15. Students also are subject to the student code of conduct while riding the bus

The District reserves the right to assign students to specific seats on the bus. Students who fail to comply with the District's bus safety rules and student code of conduct, may be subject to discipline pursuant to Board [Policy 7:190 Student Behavior](#), and Board [Policy 7:220 Bus Conduct](#).

### **Cafeteria/Courtyard Use Regulations**

Students are subject to the District's student code of conduct during lunch and at all times in the cafeteria and courtyard. In addition, the school reserves the right to assign students to a specific table and/or lunch period. To promote courteous consideration for all involved, students also are required to observe the following rules in the cafeteria and courtyard:

1. Students must remain on campus for lunch.
2. Students are expected to be in the cafeteria on time.
3. The 5-minute passing periods apply.
4. Students are responsible for the disposal of their own garbage, returning trays to the appropriate stations, and recycling aluminum cans. All students sitting at a table are responsible for making sure the table is clean when they leave.
5. Absolutely nothing is to be thrown.
6. Students are required to comply with staff directives.
7. Students using their student ID card to purchase food, should not provide their ID card for other students to use.
8. Students may not bring homemade food items for the purpose of distribution to other students, due to food allergies.

### **Closed Campus**

Hinsdale South High School and Hinsdale Central High School are closed campuses, which means that students must remain in their respective buildings for the entire school day. Students must receive permission to leave school during the school day from the Deans' Office consistent with the District's attendance policy and procedures. Students will be provided a pass by the Dean's Office in order to leave campus. Any student leaving the building without permission from the Deans' Office will be subject to disciplinary consequences consistent with Board [Policy 7:190 Student Behavior](#).

### **Dance Guidelines and Guest Pass Procedures**

Formal and informal dances are held at various times during the school year. These social events are for the enjoyment of the students enrolled in the District. In order to provide an appropriate and safe environment for all students, the following expectations apply to all students and guests attending our dances:

1. Tickets are non-transferrable and generally non-refundable. Refunds will be issued in the event of a cancellation of the entire dance.
2. Tickets for certain dances (e.g., semi-formal) must be purchased in advance and presented for admission.
3. Tickets are valid for an individual student or a pair of students.
4. A guest form for non-District students must be completed prior to purchasing tickets to the dance. Each student is limited to one guest. See additional information below regarding guest passes.
5. All student code of conduct rules and regulations are in effect for all dances held on and off campus.

6. Students who do not abide by these standards must leave the dance and may receive disciplinary consequences consistent with Board Policy 7:190, Student Behavior. Students are responsible for their guest's behavior if he/she is not a District student. Please share these expectations with your guest in advance of attending a school dance.
7. Curfew for arrival for dances is 60 minutes after the start of the dance. No one will be admitted after that time.
8. Students must be picked up or depart within 15 minutes after the conclusion of the dance.
9. Students must present a valid school I.D. is required for admission.
10. We encourage all students to remain for the entire dance. Students will not be allowed to leave and re-enter the dance at any time.

Students should show respect for themselves and others relative to space and actions on the dance floor.

### **Guest Pass Procedures**

A guest form is required for all individuals who do not attend the school where the dance is being held. The dance procedure allows a student to bring one guest to dances. A guest form may be picked up in the Deans' Office and must be completed by all parties. Guest forms must be turned into the Deans' Office no later than the Thursday before the dance. In addition, the completed guest form must be presented when purchasing dance tickets. There will be no exceptions to this procedure.

1. A guest must be enrolled in at least the 9th grade. Guests ages 21 and older are not allowed to attend District dances. All guests who are not current high school students may need to be approved by administration.
2. A guest must be in good standing at his/her respective school.
3. A guest must present a picture I.D. at the door and have it available upon request.
4. All approved guests are required to abide with all the rules and expectations of District students. Failure to do so may result in removal from the dance and disciplinary consequences for the District student.
5. A guest who does not have a form on file for the dance will not be admitted.
6. Any guest who is not a current District student must attend the dance with a current District student. If the District student can no longer attend the dance, the guest may not attend the dance nor may that guest attend the dance as the guest of another District student.

### **Dress Code**

Board [Policy 7:160 Student Appearance](#), provides, "A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s)."

Clothes and jewelry that disrupt the orderly process of school functions are not permitted. Dangling chains, sunglasses, and apparel with profanity, lewd and/or sexual references, gang, weapons, drug, alcohol, e-cigarette or tobacco related slogans or insignias are also prohibited.

Students may wear:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the sight line of any student or staff.
- Religious headwear.
- Headwear including but not limited to head scarves and bandanas.
- Hoodie sweatshirts (wearing the hood overhead is allowed, but a student's 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/non-religious headwear in the classroom will be at the sole discretion of the classroom teacher. Footwear is required at all times

### **Video Surveillance Cameras**

The Board of Education authorizes the use of video surveillance cameras in and around Hinsdale South and Hinsdale Central High School. The purpose of the surveillance system is to improve safety, monitor building and property, to deter inappropriate or criminal activity and/or to assist school administrators and law enforcement officials in identifying/prosecuting persons committing inappropriate or criminal acts.

Although the video cameras are in place to record activities both in and outside of the school building, no cameras will be positioned to monitor activities occurring in restrooms, locker rooms, designated clothes changing areas, staff lounges, classrooms, Nurse's station, or privately-owned land.

Information recorded on the video cameras is considered to be for official District-use only. School officials and other appropriate personnel are authorized to view all videotapes for the purposes set forth above.

### **Glass Beverage Bottles Prohibited**

Due to the potential danger of broken glass, beverages must be in plastic containers or cans.

### **Identification Cards**

For safety and security purposes, any person on the school premises is required to identify him/herself when requested to do so by any staff member. Students are required to wear a valid District identification card and District lanyard. In the event that a student does not have an I.D. or lost their I.D. card, arrangements must be made for a replacement through the bookstore. The cost to replace your student ID is \$5.00. Temporary I.D. cards can be purchased for \$1.00 in the Deans' Office. Temporary I.D. cards expire at the end of the school day.

Students are reminded that they will need their I.D. for many additional purposes including: bus boarding pass (for those students who have been assigned a bus route), use of Internet privileges, activities pass, yearbook, school newspaper, voting for student government, checking-out library materials, locker identification, Buildings and Grounds assistance, and admission to school dances.

### **Loitering**

Students are not permitted to loiter in the school building during passing periods, lunch periods, or before or after school. Students found wandering the halls or in unauthorized areas of the building are subject to disciplinary action. Students may not block the hallway at any time during the school day. Stalls in washrooms are designed for one student to occupy. Students who are not involved in a supervised sport or activity after school must leave Hinsdale South High School by 3:15 p.m. and Hinsdale Central High School by 3:30 p.m.

### **Passes**

Students who receive a pass to see a school staff member must report to the designated location promptly. On occasions when a student must leave a scheduled class, the student must have an authorized pass from school staff. Students must use their hallway passes located in the student planner. Each student is allowed a limited number of hall passes per semester.

### **Safe School Zone**

Hinsdale South High School and Hinsdale Central High School have been declared Safe School Zones. As such, increased penalties may be imposed for weapon, drug or gang-related crimes committed within 1,000 feet of the campus. Signs are posted around the perimeter of the school. Violators will be punished to the full extent of the law.



## Study Halls

Attendance in Study Hall is required. Students must arrive on time and bring study or reading materials to occupy the time constructively.

Students who have an unscheduled class period or who have been dropped from a class will be assigned to a study hall.

iPods or similar devices are allowed in study halls as long as they cannot be heard by others in the room. Card playing is not allowed in any type of study hall.

## Liability for Personal Property

The school does not assume liability for personal property, either lost or stolen. Personal belongings should be marked with a permanent identification. The Lost and Found is located in the Bookstore at each high school. Items that are found should be brought to the Bookstore or Deans' Office. If an item is stolen, report it to a Deans' Office or School Resource Officer immediately.

Any items in the Lost and Found after 12:00 PM on the last day of each semester will be collected and either disposed of or donated to a charitable organization. No items will be saved.

## Safety Tip Line/School Violence Tip Line

The Tip Line is an anonymous reporting system. It is available through the District's website ([d86.hinsdale86.org](http://d86.hinsdale86.org)) or the Parent Link app/ Tips are directed to the designated school administrator. Administrators and/or school resource officers will follow up on all tips and respond in an appropriate manner.

Please provide as much information as possible so that every effort can be made to resolve the issue. If the situation is an emergency, call 911.

Please Note:

Tips will not be monitored outside of school hours, on student non-attendance days, weekends, school breaks (including summer), or holidays. Tips should include specific details about who, what, where, and when. All messages left during these times will be reviewed the next school day.

Tips may include information on the following non-exhaustive types of concerns: bullying, hate speech, drugs, fighting, personal crisis, student well-being, safety risk, threat, vandalism, and weapons. All concerns will be investigated in a timely manner by the appropriate personnel

D86 Tipline <https://www.hinsdale86.org/tip-line>



The school violence tip line is for students and others to anonymously report threats of school violence. The Attorney General's Website ([www.illinoisattorneygeneral.gov/children/index.html](http://www.illinoisattorneygeneral.gov/children/index.html)) homepage contains a number of links that may provide additional, helpful resources.

1-800-477-0024 - School Violence Tipline



[School Violence Fact Sheet](#)

## Teen Dating Violence 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. [2:260 Uniform Grievance Procedure](#). This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. [2:265 Title IX Sexual Harassment Grievance Procedure](#). This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. [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).
  - d. [7:180 Prevention of and Response to 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, Dean of Students, or a Complaint Manager identified in policy [7:20 Harassment of Students Prohibited](#).
3. Incorporates age-appropriate instruction in grades 9 through 12, 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, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Adopted: September 24, 2020

**Student Social Media Password or Other Account Information**

School officials may not 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.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## Student Use of Technology

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### Electronic Network and Devices

[Policy 6:235 Responsible Use of Electronic Networks](#)

[Policy 7:190 Student Behavior](#)

The District's electronic networks, including the internet and devices, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Students may access and use the District's electronic networks consistent with applicable Board of Education policies and District and school procedures. Each student and his/her parent/guardian must sign the Authorization for Access to the District's Electronic Network before being granted unsupervised use. The failure of any student to follow the terms of District 86 Board of Education Policy 6:235 and its applicable procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student use or possession of electronic devices, including, but not limited to, a cellular telephone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), iPod, iPad, portable gaming system, or other electronic device, is permitted only in designated areas during the school day. The District, however, assumes no liability for lost, stolen, or damaged electronic devices. School personnel will assist in the effort to investigate any incidents of loss and attempt to recover any lost or stolen items.

Use or possession of electronic devices in the instructional environment will be at the sole discretion of the classroom teacher. Classroom teachers may utilize an electronic device storage system in their classroom to limit cell phone or other electronic device use during instruction. While students must comply with a teacher's directive to limit or eliminate use or display of their cell phones or other electronic devices, they may request consideration of alternate arrangements to the electronic device storage system. Students who do not comply with the District's rules regarding possession and use of electronic devices may be subject to the loss of privileges, disciplinary action, and/or appropriate legal action.

### Technology Use

The District's mission is to enhance learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Students using computer equipment are restricted to using only the hardware and software approved by their instructors. Tampering with hardware or software will be considered vandalism and will result in disciplinary action. Internet access will be permitted only with a signed user policy on file.

Please refer to Board [Policy 6:235 Responsible Use of District Technology](#), for additional information on the District's Acceptable Use Policy.

### Chromebooks

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy (6:235) when using their Chromebooks.
- Students must treat their device with care and never leave them in an unsecured location.
- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to their teacher or OT staff member.
- Students may not remove or interfere with the serial number of other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome operating system supported by the District.

- Students must keep their devices clean and must not touch the screen with anything (e.g., pen, pencil, etc.) other than fingers/approved stylus or approved computer screen cleansers.
- Students are responsible for bringing a functioning, charged Chromebook to class each period. It is their responsibility to borrow a “loaner” Chromebook from the Student Help Desk in the event that their Chromebook is inoperable.

For additional information on Chromebooks, please refer to the [District’s Chromebook Agreement](#).

### **Technology Support Internship**

The Technology Support Internship room is located just inside the Library. TechSpert Interns will be available to help you with Chromebook-related issues, issue you a “loaner” Chromebook, and help you get up-and-running with minimal downtime. If you are interested in becoming a TechSpert, contact your guidance counselor or Career & Technology Education Department Chair.

## Student Records

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### Student Records Notice

#### **Annual Notice Concerning Student Records and Your Privacy Rights Regarding Student Records**

The Board of Education has adopted a policy ([Board Policy 7:340 Student Records](#)) governing student records, which are available upon request from the District Office. The Board Policy is designed to comply with and clarify your rights under federal and Illinois law; specifically, the Illinois School Student Records Act ("ISSRA") and the federal Family Educational Rights and Privacy Act ("FERPA"), and their corresponding regulations. The following explains the types of student records the District maintains and your rights regarding those records.

#### **Permanent Record & Temporary Record**

The District maintains both a Permanent Record and Temporary Record for each student.

The **Permanent Record** consists of the minimal personal information necessary to a school in the education of the student. Such information includes the student's basic identifying information concerning the student, including the student's name and address, his/her parents' names and addresses, the student's gender, and the student's date/place of birth; a certified copy of the child's birth certificate; academic transcript, including grades, graduation date, grade level, scores on college entrance examinations, if requested by the student, parent, or person who enrolled the student, unique student identifier, any applicable Advanced Placement designations, any applicable designation of the student's achievement of the State Seal of Biliteracy, the State Commendation Toward Biliteracy, or the Global Scholar Certification; attendance record; health record; scores received on all State assessment tests administered in grades 9-12; and a record of release of permanent record information. It also may contain a record of honors and awards received, and information concerning participation in school sponsored activities and organizations.

The **Temporary Record** consists of all information contained in a school student record, but not contained in the student permanent record. It must contain a record of release of temporary record information; scores received on the State assessment tests administered in the elementary grade levels (K-8); a completed home language survey form; information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6; information contained in service logs; health-related information; and accident reports. The Temporary Record also may include family background information; intelligence test scores; aptitude test scores; psychological evaluation reports; elementary and secondary achievement level test results; participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations); honors and awards received; other disciplinary information; special education records; records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

No person may condition the granting or withholding of any right, privilege, or benefit, 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 the ISSRA or regulations.

#### **Right to Inspect and Copy**

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records, except as limited by the Board Policy or Illinois or federal law. A student has the right to inspect or copy his or her permanent record. All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.

In order to review the student's record, a parent must make a written request to the Official Records Custodian (Dr. Kari Smith, Assistant Superintendent for Student Services). The request will be granted within 10 business days after the date of receipt of the request, unless a 5-business day extension is required. The District may charge a fee not to exceed \$0.35 per page OR insert District copying cost for copies of the record. This fee will be waived when the parent is unable to pay.

### **Release of Information**

The District may not disclose student records to any outside party without the parent's written, signed consent. However, as provided by law, the District will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. to a District or State Board of Education employee or official with a current demonstrable educational or administrative interest in the student, in furtherance of such interest;
2. to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records;
3. pursuant to a court order where a parent of a student is named in the court order;
4. to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;
5. in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons (the parent must be notified no later than the next school day after the date the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release);
6. to a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District;
7. as allowed under the Serious Habitual Offender's Compensation Action Program;
8. to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs;
9. to the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and state programs or perform research and planning;
10. if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released; or
11. to other persons as required by Illinois or federal law.

The District also may release student records without parental consent to the following individuals or in the following circumstances, as long as, to the extent required by law, parents are first notified of their right to inspect, copy, or challenge the contents of the records to be released, unless otherwise allowed by law:

1. to the records custodian of a school to which the student has transferred or intends to transfer;
2. pursuant to a court order where a parent of a student is not named in the court order;
3. pursuant to a reciprocal reporting agreement; or
4. to any person as required by Illinois or federal law.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963 shall have any right of access to, or inspection of, the school records of that student. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, the District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled.

### **Request for Inclusion of College Entrance Examination Score on Academic Transcript**

A parent has the right to request inclusion on his/her child's academic transcript of one or more scores received on college entrance examinations by submitting a request in writing to the Registrar at the school of attendance. In the written request, the parent must state the name of each college entrance examination that is the subject of the request and the dates of the score(s) that are to be included in the academic transcript.

### **Challenging a Record**

A parent has the right to challenge the accuracy, relevance, or propriety of any entry in the student's school record, except for academic grades and the name and contact information of the District's Official Records Custodian. In addition, if the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, a parent shall not have the right to challenge references in those records to expulsions or out-of-school suspensions or to academic grades. Board [Policy 7:340 Student Records](#), and its accompanying Administrative Procedures, provide for hearing and appeal procedures and an opportunity to include a written statement in the student's school record of reasonable length setting forth the parent's position on any disputed information contained in that record. To challenge a record or entry, the parent must contact the Official Records Custodian, Dr. Kari Smith, Assistant Superintendent for Student Services, who may be contacted at 630-570-8006 or [ksmith@hinsdale86.org](mailto:ksmith@hinsdale86.org).

Parents may obtain a copy of the Board Policy, and its accompanying Administrative Procedures, from the Official Records Custodian or District Office. The Board Policy also is available in the District's online policy manual at [https://www.boardpolicyonline.com/?b=hinsdale\\_86&s=926186](https://www.boardpolicyonline.com/?b=hinsdale_86&s=926186)

### **Destruction of Records**

The District will notify parents of the destruction schedule for a student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for 60 years after the student leaves the District. Temporary records are kept for the period of their usefulness to the school, but in no case less than 5 years after the student leaves the District. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

Student temporary records are reviewed by the District every 4 years or when a student changes attendance centers.



Upon graduation or permanent withdrawal of a student with a disability, special education records, and other information contained in the student's temporary record that may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents.

Destruction of biometric information collected by the District, if any, shall instead conform to the requirements of Section 10-20.40 of the Illinois School Code (105 ILCS 5/10-20.40).

### **Release of Student Directory Information**

Under the Illinois School Student Records Act ("ISSRA") and the federal Family Educational Rights and Privacy Act ("FERPA"), student record information is generally confidential and cannot be released without parent consent. There are a few exceptions, one of which allows the District to release certain basic identifying information about its students to third parties upon request. This exception known is as Directory Information.

#### **Directory Information**

The District has designated the following as Directory Information:

- Student's name, grade level, and date of birth;
- Academic awards, degrees, and honors;
- Information relating to school-sponsored activities, organizations, and athletics;
- Period of attendance in school;
- 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; and
- Parents' names, telephone numbers, mailing addresses, and electronic mail addresses.

Student social security numbers, student identifications, and unique student identifiers are NOT designated as directory information.

No photograph highlighting individual faces shall be used 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 videotape recording shall be designated as directory information.

#### **Media/Publication**

The District often wishes to celebrate the activities and accomplishments of its students by sharing information with the community. To that end, the District periodically may use Directory Information (including, videotapes, photographs, or digital images) in District-sponsored publications, on the District's website, or on District social media sites and may release Directory Information to third parties, such as news media and District 86 student and parent organizations. The District may occasionally allow the news media to interview, photograph, record, or videotape students under the supervision of District personnel. The District also may release Directory Information, when necessary, to law enforcement or safety and security officers, and to third parties performing services on behalf of the District, such as for electronic residency verification.

Some of this Directory Information (student/parent/guardian name and address) may be provided to a third party vendor for the purpose of electronic verification of a student's residence in the District, reducing the need for residency paperwork to be completed by parents/guardians. Parents/guardians may request that any or all Directory Information not be released for the purpose of electronic residency verification by following the opt out instructions below, specifying that you do not want the information released for electronic residency verification purposes. Please note that, if you opt out of the release of Directory Information for the purpose of electronic residency verification, you will be required to complete and submit all necessary residency verification paperwork in written form to your school's Registrar. The District reserves the right to verify information submitted on residency verification paperwork, including through the use of a third party vendor who may access directly related student record information pursuant to applicable student record protocols.

### **Right to Opt Out of the Release of Directory Information**

Parents/guardians may request that any or all of the above-identified Directory Information not be released for their student. If you do not want your student's Directory Information to be released, you must notify your school's registrar in writing or by email to [mediaoptout@hinsdale86.org](mailto:mediaoptout@hinsdale86.org) clearly indicating that you are opting out of the release of all Directory Information, or identifying the certain types of Directory Information you do not want released for your student.

### **Students Receiving Special Education Services**

Under the Individuals with Disabilities Education Act (IDEA), the District must provide students with disabilities with appropriate special education and related services to address their education needs. Parents have the right to review and copy their student's school student records prior to any special education eligibility or IEP program review meeting, subject to the requirements of applicable federal and state law. Parents also may request a copy of their student's related service logs developed and maintained by the District for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. These related service logs include information regarding the type and duration of the related services administered to their student. Please contact Dr. Kari Smith, Assistant Superintendent for Student Services at 630-570-8006 or [ksmith@hinsdale86.org](mailto:ksmith@hinsdale86.org), if you have questions regarding your student's special education services.

### **Military Recruiters & Institutions of Higher Education**

The District's notice for Military Recruiters & Institutions of Higher Education is available here from the Official Records Custodian or District Office.

If you believe the District has violated or is violating your rights under the Board Policy or ISSRA or FERPA, you have the right to file a complaint pursuant to ISSRA or with the United States Department of Education concerning the District's alleged violation of your rights. 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.

Please contact the Official Records Custodian, Dr. Kari Smith at 630-570-8006 with questions regarding your student's records.

### **Student Online Protection Privacy Act Notice**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

### **Protection of Pupil Rights Amendment (PPRA) Notice**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

**Receive notice** and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

**Inspect**, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

District 86 will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. District 86 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. District 86 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. District 86 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **Electronic Recordings on School Buses**

Board [Policy 7:220 Bus Conduct](#) provides for use of electronic visual and audio recordings on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Additional information on student records is available in [Policy 7:340 Student Records](#).

### **Birth Certificate**

Pursuant to Illinois School Code (325 ILCS 50/5; 20 Ill.Adm.Code § 1290.60) District 86 requires that the person enrolling a child within 30 days must provide the District with a certified copy of the child's birth certificate.

**Data Sharing Agreement with Feeder Districts**

ISSRA and FERPA also authorize the District to share, without parental consent, student information under certain conditions with feeder schools that are conducting studies to improve instruction. The District contracts with its feeder schools/school districts to provide student standardized testing information, such as Measurements of Academic Progress (MAP), to authorized representatives of its feeder schools. The goal of this data sharing is to improve instruction at the feeder schools so as to improve student performance in District 86 and to enable District 86 to evaluate its own educational programs.

## Student Activities

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### Policy 6:190 Extracurricular and Co-Curricular Activities

#### Statement of Philosophy

1. A Code is a system of guiding principles and rules that communicate norms and values and helps individuals distinguish between what is right and what is wrong. This Activities Code outlines the District's expectations for students who choose to be involved in our extracurricular activities program.
2. The District offers an extensive and diverse extracurricular program to provide additional learning opportunities to students who wish to develop special interests, skills, and talents to a higher level. Involvement in these activities is voluntary and a privilege; students choosing to participate take on extended responsibilities as representatives of their school and community. These extended responsibilities justify holding students who choose to participate in the extracurricular program to a higher standard of conduct as a condition of participation.
3. Students who choose to participate in the extracurricular activities program are responsible for behaving in accordance with this Code.

#### Student Expectations

Conduct of all students involved in the District's activities program will be of the highest caliber in the school, in the community, and during practices and games or competitions. Students who do not represent the District in a becoming manner or whose habits, conduct, or character IN OR OUT OF SCHOOL reflect poorly upon the District may be subject to disciplinary measures. This commitment begins with the first day of participation in the club until the club meetings end. If the club meets over the summer, the expectations apply.

Students must comply with all Activities Code expectations and rules in order to participate in the District's activities program. Students who fail to comply with the Activities Code will be subject to consequences, up to and including suspension or removal from an activity, as well as discipline pursuant to Board [Policy 7:190 Student Behavior](#)

#### Exemplary Behavior Expectations

##### All Club Members MUST:

1. realize the importance of academic excellence. Both IHSA and the District require all members to receive passing grades in at least five classes in order to participate in Student Activities
2. not use or possess tobacco, alcohol, or illegal drugs. A member who uses or possesses tobacco, electronic cigarettes ("juuls"), vaporizers, alcohol, illegal drugs, or "look-alikes" is in violation of the Activities Code and may also be in violation of Board Policy 7:190, Student Behavior. ("Possession" as used in this Code shall mean having any knowledge of, and any control, over an item.)
3. practice good citizenship in all environments by respecting the property and rights of others (poor citizenship includes activities such as stealing, cheating, vandalism, inappropriate presence or posting on social media, and other illegal acts).
4. realize the existence and acceptance of and be held accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in the Activities Code.

##### Club Leaders / Presidents:

Leaders in the student activities program are role models for other students because they have been elected, granted, or assumed leadership roles in their respective activities. In addition to meeting the same academic criteria as other leaders in athletics, passing at least 5 classes per week, activity leaders and members must uphold the Activities Code

##### Consequences:

Consequences for lack of exemplary behavior are removal from the leadership position if there is one infraction of the Activities Code. Leaders may continue membership in the club but cannot hold

office. This exemplary behavior expectation becomes active the day students become officers / leaders and have read the Code and acknowledge understanding of the code via signature kept on file with club sponsor, and this continues until the final day of their respective leadership positions (when someone else becomes the Club President or leader)

### **Activities Code Infractions and/or Violations**

**NOTE:** Disciplinary action for behavior in violation of school rules as described in the Board [Policy 7:190 Student Behavior](#) may also subject participants to disciplinary action under the Activities Code.

Additionally, conduct resulting in the participant's arrest or conviction of an ordinance violation or crime may result in disciplinary action under the Activities Code.

#### **1st Offense:**

1. The District will convene a meeting between the participant and Activities Director to discuss the infraction. A subsequent intervention meeting may be recommended. The intervention meeting could include the parents (guardian), coach or sponsor.
2. Officers/Presidents/Leaders may be asked to resign from their leadership position as a result of the first infraction of the Activities Code.
3. In order to remain a part of the club or activity, the Officer/President/Leader must accept responsibility for his/her actions.
4. Club Members may be disqualified from any and all participation in club activities until the assigned disciplinary action is completed. This disciplinary course of action will be assigned by the Activities Code Review Panel. Disciplinary action may include but is not limited to: community service, suspension of competitive activities, and/or opportunities available via District 86.

#### **2nd Offense:**

A second infraction will require a more extensive disciplinary assignment designated by the Activities Code Review Panel.

#### **3rd Offense:**

A third infraction will constitute removal from the club and membership in all clubs/activities for the remainder of the student's high school career.

### **Activities Code Review Panel**

The Activities Director will handle infractions of the Activities Code and may consist of the Activities Director, Club Sponsor(s), and a police liaison if applicable. The panel will convene within five (5) business days of the infraction to discuss the severity of the infraction and decide on a case-by-case basis the appropriate consequence. Consequences for an activity infraction will occur as a result of direct observation by a school official and/or the result of an investigation by the school administration. Reports of infractions from non-school sources will not be acted upon unless school officials (activity sponsor or administration) substantiate the report through investigation. The student should be informed of the investigation and given an opportunity to speak about the accusation prior to the decision by the panel and the administration. All cases, except self-confession of an offender, are subject to an Activities Code Review Panel appeal. This appeal is an opportunity to present extenuating circumstances. Notice of an appeal must be made to the Activities Director within three days of the consequence being assigned.

Infraction consequences will be in the form of disciplinary actions as assigned by the Activities Director. Discipline action must be completed immediately in order to allow the student to return to his/her club(s). The Activities Director will decide what, where, whom, and which resources to use for disciplinary action. If assigned community service, the student will not be able to work with a family member, for instance, in order to have hours "signed off on." Service work must be completed outside of the school day and be approved by the Activities Director. There will be a minimum number of service hours designated by the Activities Director.

## **Attendance Procedures for Student Participation in Athletics and Activities**

Students' primary responsibility is to attend school during the day in order to achieve their full academic potential. Therefore, student participation in any athletic or co-curricular activity requires a student to be present in school all day on the day of a practice, event, contest, or competition. Students who are not in attendance on the day of a practice, event, contest, or competition will be ineligible to participate.

- Students and parents/guardians will sign the Participation Policy as a part of their Athletic and/or Activity Code paperwork.
- Students must contact their coach or sponsor on the day of a practice or event to report that they missed part or all of the school day due to illness. This is true whether the practice is before school or after school. The goal is to have the students stay home in order to get well, to concentrate on lessons they missed that day, and to limit the spread of illness to teammates.
- If a student fails to report an absence, the coach or sponsor will levy a sanction against that student for a lack of responsibility and respect for the Participation Policy.
- If a student misses part of the school day due to a dental or medical appointment, funeral, observance of a religious holiday, or family emergency, the student must notify the coach or sponsor, who will determine if participation will be allowed on that day or not.

## **Notification of Suspected Activities Code Violations**

Prior to imposing a penalty under this Activities Code, the student and his/her parent/guardian will be notified of the suspected violation and will be given an opportunity to respond to the Activities Director. The Activities Director will give notice by attempting to contact the parent/guardian in writing and/or by telephone. The parent's/guardian's response to the suspected Code violation must be made to the Activities Director within 48 hours of when they first receive notice, by telephone or in writing. The Activities Director and coach/sponsor will consider the response of the parent/guardian before reaching a final decision. The decision of the Activities Director and coach/sponsor will be final and binding upon the participant. The Activities Director or his/her designee will send a follow-up letter to the student's parents/guardian outlining the Activities Code violation and any consequences assigned.

## **Voluntary Admission**

A participant may voluntarily admit an Activities Code violation or substance abuse problem to the Activities Director. This must take place prior to being ticketed, for a verifiable offense, issued a citation, or there is an ongoing investigation. After admission of a substance abuse problem or other Activities Code violation, the participant may, under some circumstances, be allowed to continue uninterrupted eligibility. However, continued eligibility will only be available to participants who have not previously been disciplined by substance abuse violations. The Activities Director, on a case-by-case basis, will determine whether or not a participant who voluntarily admits a substance abuse problem or other Activities Code violation will be allowed to continue uninterrupted eligibility.

## **Appeals Process**

The student or parent/guardian may submit an appeal of the Activities Director's decision in writing to the Principal. The appeal must be submitted within 3 of receiving the Activities Director's final decision. If an appeal is requested, the Principal or his/her designee will review the decision of the Activities Director. During the appeal process, the If an appeal is requested, the Principal or his/her designee will review the decision of the Activities Director. During the appeal process, the decision of the Activities Director shall be enforced.

## **Steps to Form a Student Generated Club**

Each building determines its process for formation of a student generated club. Information and forms can be found on the Activities web pages.

Hinsdale Central Activities: <https://central.hinsdale86.org/activities>

Hinsdale South Activities: <https://south.hinsdale86.org/athletics-activities>



## **Daily Announcements**

Write-ups for the Daily Announcements must be submitted by club sponsor to Announcements via email prior to 12:00 p.m. for the next day's announcements. Email must include the following: name of club, dates to be announced, message to be broadcast and sponsor name.

## **Fundraisers**

All organizations wishing to hold a fundraiser must obtain permission from the Student Activities Office and be directly tied to a District club or activity.

## **Posters/Signs**

Students who wish to post school-related material must first receive stamped approval from the Director of Student Activities. Only school sponsored posters will be approved. Posters may not be put on painted surfaces and are only to be hung in the designated display boards located throughout the school. Students who place posters on the wall are responsible for removing them.

Fliers or posters promoting non-school sponsored activities may be approved to be placed on the Community News Bulletin Board, but are otherwise prohibited from being posted or distributed in the school building or on school property.

## **Insurance**

The District annually procures student accident insurance to provide supplemental insurance to families that have a student injured while participating in school sponsored and supervised activities on or off school premises. This includes activities during regular school hours, and clubs and athletics that are sponsored and supervised by the District. If you need to have a claim form issued please contact the Director of Deans on student attendance days or the Assistant Principal of Operations on non-student attendance days at your respective school. Additionally, parents or guardians can obtain an accident insurance policy for their student(s). Information is available on the District website.

## **Participation**

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-support athletic or extracurricular activity, a student must satisfy the Illinois High School Association's scholastic standing requirements [doing passing work in at least 25 credit hours of high school work per week]. Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.

The Student Activities Program has a variety of opportunities. There are currently over 70 clubs available to students, providing a wide array of programs – most certainly something for every interest. There are numerous opportunities for you to get involved in student life while balancing your academic pursuits.

The Student Activities Office strongly encourages you to explore all of your options and involve yourself in at least one student club/activity. Being involved in student life at your high school is a great way to be part of the collective effort of everyone connected with our activities program, both students and sponsors. Stop by the Student Activities office for more information.

## Student Athletics

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The Student Athletics section - **Student Athlete Handbook** - sets forth the expectations and rules for students who participate in interscholastic athletics in the District. Student-Athletes must abide by the provisions in the Student Athlete Handbook, Student Handbook, and Board [Policy 7:240 Conduct Code for Participants in Extracurricular Activities](#) and Board [Policy 7:190 Student Behavior](#), both on and off school property and during and outside the school day. Student-athletes and their parents/guardians must read this handbook. When registering online for a sport both the student-athlete and their parent/guardian must electronically sign. These signatures indicate that the student-athlete and the parent/guardian have read the **Student Athlete Handbook** and agree to the policies and procedures described therein.

Student-athletes and the parent/guardian must also complete and submit the Agreement to Participate in interscholastic athletics form, and a [certificate of physical fitness](#) issued by a licensed physician to the Athletic Office.

It is the intent of the Athletic Department and the Administration that no person shall, on the basis of sex, be excluded from participation or be denied benefits or subjected to discrimination under the educational program or activities described herein.

Please remember that all coaches, instructors, and custodians are here to support your participation in the District's interscholastic athletics program. A great amount of money is invested every year to purchase and maintain our facilities and equipment. Your parents/guardians, your friends, and you help to finance our program in various ways. Do your part to help keep these costs down by taking pride in our facilities and equipment and in exercising good judgment in their use.

The District has a great tradition in interscholastic athletics. Our athletic teams are highly respected. Your decision to participate on a District 86 athletic team indicates that you are willing to make a commitment to uphold the tradition that has been earned by many great athletes. Accordingly, your conduct must adhere to and uphold the District's expectations and rules set forth in this **Student Athlete Handbook**.

### Athletic Eligibility Rules

The Principal, or his designee is responsible for certifying the eligibility of all students representing the District's high schools in interscholastic athletics. As a member of an interscholastic athletic team, students are subject to rules established by the District, the [West Suburban Conference http://wsc.8to18.com/](#) and the [Illinois High School Association \(IHSA\) https://www.ihsa.org/default.aspx](#).

The IHSA requires student-athletes to pass 25 credit hours of high school work per week, generally the equivalent of five full-credit courses. The District checks scholastic eligibility on a weekly basis. Athletes also must have passed and received 25 credit hours of high school work toward graduation for the entire previous semester to be eligible during the ensuing semester. Weekly eligibility starts on Monday of the week and continues to Saturday of the same week. If a student becomes eligible during his/her week of ineligibility, they must continue to serve the full week of ineligibility. This also is true for semester eligibility. During ineligibility, a student-athlete may continue to practice and travel with the team. However, since the student-athlete is ineligible, he/she cannot participate in any interscholastic contests.

Major topics of IHSA governance include age, all-star participation, amateur status, attendance, coaching schools, misbehavior during contest, participation limitations, physical examination, playing in non-school competition, recruiting of athletes, residence, scholastic standing, school team sports, seasons, transfer, and use of players. The Athletic Directors have complete information regarding all rules, regulations, and by-laws of the [IHSA](#).

### Good Sportsmanship

One of the goals of interscholastic competition is to teach important values while enriching the educational experience of the young men and women who participate. Good sportsmanship is certainly one of those important values and, as a result, promoting good sportsmanship is clearly one of our highest priorities.

Good sportsmanship is the display of both attitude and behavior which exemplifies positive support for the District's interscholastic programs, as well as, for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

### **Spectator Conduct**

All persons attending District activities, performances, or athletic contests are expected to exhibit appropriate sportsmanship and courteous behavior. Students are expected to comply with all applicable District and school rules. Those who are disruptive will be required to leave the premises and may be subject to additional consequences consistent with Board policy and District and school rules.

### **Student Transfers**

Students who transfer to another high school, he/she must follow the guidelines and rules set forth by the IHSA in order to be eligible to play. Please contact the Athletic Director for further information and to ensure the correct paperwork is filed.

### **Athletic Training Concussion Protocols**

For additional information about the District's concussion protocols, please see Board [Policy 7:305, Student Athlete Concussions and Head Injuries](#). The District fully implements the Youth Sports Concussion Safety Act.

#### **Recognition:**

Assessment of concussion like symptoms must be determined immediately following one of the following:

- Direct head to head contact
- Direct trauma following a vicious hit
- Head to ground contact
- Symptoms may occur with no contact

According to the IHSA, a coach, referee, or Athletic Trainer may pull ANY athlete from competition if suspicious for a concussion. That individual must be cleared by an Athletic Trainer or Team Physician prior to being allowed to return. If any concussion-like symptoms are present, that athlete must be seen and cleared by a physician (MD/DO/Nurse Practitioner or Physician's Assistant). A parent or family member who is an MD/DO/Nurse Practitioner or Physician's Assistant cannot clear their own student athlete. If the athlete is cleared by a physician but still presents concussion-like symptoms, the Athletic Trainer can withhold that athlete from competition/practice of an IHSA/school sponsored event or sport.

#### **Symptoms to look for:**

- Headache
- Difficult remembering simple words/previous coach discussions
- Dizziness
- Nausea
- Difficulty concentrating
- Light or sound sensitivity
- Extreme fatigue/lethargy
- Feeling in a fog or out of their body

#### **Monitor:**

Concussion symptoms will be monitored by athletic trainers following injury until released to their parents. Parents are to watch for worsening symptoms, if symptoms worsen same day or in evening, a referral to a doctor is warranted.

**Follow-up:**

The athlete MUST check in the next day following injury if they attend school, otherwise a phone call will be made home. Once an athlete is symptom free for 24 hours they will be re-evaluated, and Post-Injury Cognitive test will be done. Athletes must be symptom free and pass tests to begin return to play guidelines.

**Return to Play Daily Break Down:**

- Day 1: Pass Sports Brain Post-Injury test. Aerobic exercise (eg; stationary bike); 65% max heart rate 20 minutes. Balance exam (eg BESS) and dynamic balance exercise. Oculomotor exam and optokinetic exposure.
- Day 2: Treadmill/outdoor jogging, 60-80% max heart rate (Supervised jogging 1 mile). Progressive cognitive loading w/exertion/balance/optokinetic.
- Day 3: Sport specific exercise functional drills (20 yard forward/backward springs, zigzag cuts, figure 8's) lifting, pushups, etc.
- Day 4: Light practice (No contact), drills, break-down activities, (no team scrimmage).
- Day 5: Full contact practice after medical clearance.
- Day 6: Return to game competition.

\*If any symptoms develop on any day of activity or following activity, that day will be repeated until no symptoms develop.

**Referral IF NEEDED:**

If symptoms persist for more than 24 hours, the student must be referred to a physician. A physician's note (as mentioned above) of clearance will be needed to begin the Return-to-Play protocol. Students must meet the Return-to-Play guidelines in order to return to strenuous activities (sports and physical education).

(\*\*If a physician's note states to return the athlete to activities and the ATC does not feel the athlete is safe to return, the ATC will withhold the athlete until they have met the above guidelines\*\*)

**Parent/Coach Communication**

As parents/guardians, when your children become involved in the District's interscholastic athletics program, you have a right to understand the expectations placed on your child. This begins with clear communication from the coach of your child's program.

**Communication You Should Expect From Your Child's Coach**

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e., fees, special equipment, off-season conditioning
5. Procedure followed if your child be injured during participation
6. Discipline which results in the denial of your child's participation

**Communication Coaches Expect from Parents / Guardians**

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

**Appropriate Concerns to Discuss with Coaches**

As your children become involved in the District's interscholastic athletics programs, they will experience some of the most rewarding moments of their lives. It is important to understand that

there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

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

### **Issues Within A Coach's Discretion**

It is very difficult to accept your child not playing as much as you may hope. Coaches must make judgment decisions based on what they believe to be best for all students involved in the athletics program. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

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

### **What To Do If You Have a Concern To Discuss With A Coach**

There are situations that may require a conference between the coach and the parent/guardian. When such conferences are necessary, the following procedure should be followed to help promote a resolution of the issue.

1. Call to set up an appointment with the coach;
2. If the coach cannot be reached, contact the Athletic Director. A meeting time will be arranged for you;
3. Please do not attempt to confront a coach before or after a contest or practice;

### **What To Do If The Meeting With The Coach Did Not Provide A Satisfactory Resolution**

1. Set up an appointment with the Athletic Director to discuss the situation;
2. At this meeting the appropriate next step can be determined.

Hinsdale Central Athletics: <https://d86.hinsdale86.org/domain/72>

Hinsdale South Athletics: <https://www.hinsdalesouthathletics.org/>

### **NCAA Eligibility**

Each year the NCAA revisits their athlete eligibility. Please contact your head coach, guidance counselor, or Athletic Director for complete information on eligibility, classes to take, and testing to complete for your NCAA eligibility. Also, stay up to date on information at the following:

<https://web3.ncaa.org/hportal/exec/links?linksSubmit=ShowActiveLinks>

### **NCAA, NAIA, NJCAA NLI Signing and Recognition**

District 86 athletes will be invited by their coaches to attend a NLI or recognition event. This recognition is for senior student-athletes who will be attending college and continuing playing a sport. These dates will be set by the Athletic Office. The dates are usually, but not always, in November, February, and May. In order to take part in this ceremony, a student-athlete must meet the following criteria:

- Be a senior athlete.
- Received a varsity letter in the sport they are to sign for or be recognized in

OR

- If the athlete has not received a senior year varsity letter because their sport begins after the NLI date, they must have participated in good standing as a junior in that sport and intend to participate their senior year in that sport

OR

- If the athlete has not received a senior year varsity letter because their sport begins after the NLI date and they did not participate, nor did they finish their junior year in good standing. They may participate in a recognition day or NLI signing, but it would follow their senior season participation in that sport

OR

- Any senior athlete who has received a varsity letter in a sport and is signing a NLI for a sport that the District does not offer as an interscholastic or club sport.

## **Athletic Guidelines and Information**

### **Athletic Code – Statement and Philosophy**

1. A code is a system of guiding principles and rules that communicate norms and values and helps individuals distinguish between what is right and what is wrong. This Athletic Code outlines the District’s expectations for students who choose to participate in interscholastic athletics.
2. The District offers an extensive and diverse athletic program to provide additional learning opportunities to students who wish to develop special interests, skills, and talents to a higher level. Involvement in these activities is voluntary and a privilege; students choosing to participate take on extended responsibilities as representatives of their school and community. These extended responsibilities justify holding students who choose to participate in the athletic program to a higher standard of conduct as a condition of participation.
3. Students who choose to participate in the athletic program are responsible for behaving in accordance with the code.

### **Expectations**

Students must comply with all Athletic Code expectations and rules in order to participate in the District’s interscholastic athletics program. Students who fail to comply with the Athletic Code will be subject to consequences, up to and including suspension or removal from an athletics team, as well as discipline pursuant to Board Policy 7:190, Student Behavior. All student-athletes MUST:

1. Not use or possess tobacco, alcohol, or illegal drugs. A student-athlete who uses or possesses tobacco, electronic cigarettes (“juuls”), vaporizers, alcohol, illegal drugs, or “look-alikes” is in violation of the Athletic Code. “Possession” as used in this Code shall mean having any knowledge of, and any control, over an item.
2. Practice good citizenship in all environments by respecting the property and rights of others. Poor citizenship includes actions such as hazing, harassment, stealing, vandalism, and other illegal acts.
3. Abide by and be held accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in the Athletic Code.

### **Hazing**

Hazing is defined as 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. Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Please see Board Policy 5:90, Abused and Neglected Child Reporting, for additional information.

Hazing violates Board [Policy 7:190 Student Behavior](#), and will not be tolerated. Students engaged in hazing will be subject to disciplinary consequences as outlined in Board [Policy 7:190 Student Behavior](#).

## **Athletic Code – Parental Permission Form**

The Athletic Code applies to all students who choose to participate in athletic activities. Students are encouraged to discuss any questions regarding the code with their coaches or sponsors.

The Athletic Code-Parental Permission Form is to be signed by a parent (guardian) and participant prior to his/her participation. The commitment that those signatures represent will remain in effect for ONE CALENDAR YEAR from the date of last participation by the student. In order for the student to participate after that date, the participant and parent must once again sign the form. Code violations do, however, carry over from one year to the next.

## **Athletic Code Substance Violations**

A student-athlete who uses or possesses tobacco, electronic cigarettes, alcohol, illegal drugs, or "look-alikes" is in violation of the Athletic Code and may be subject to discipline under the Athletic Code and/or Board Policy 7:190, Student Behavior. A verifiable Athletic Code violation is deemed to have occurred when:

- a. A District 86 employee or representative confirms the student-athlete's use or possession of any of the above-listed substances, or a participant is given a citation, ticket, or peer jury by a law enforcement agency; or
- b. A student-athlete admits to the Athletic Director that he/she has used or possessed any of the above-listed substances or
- c. Verification by parent/guardian, District 86 employee, or law enforcement agency, or representative thereof, confirming use or possession of any of the above-listed substances at any gathering hosted on private property

Student-athletes who violate the Athletic Code behavior and other expectations, including team rules, may be subject to discipline under the Athletic Code and/or [Policy 7:190 Student Behavior](#). This includes conduct resulting in the student-athlete's arrest or conviction of an ordinance violation or crime.

## **Athletic Code Violation Penalties**

### **1<sup>st</sup> Offense**

#### **Meeting**

The Athletic Director will meet with the student-athlete. The following individuals also may attend the meeting: student-athlete's parent/guardian, coach, and/or other school staff as appropriate. At the meeting, the violation and consequences will be discussed. In addition, an intervention meeting may be recommended.

#### **Suspension**

1. **For Substance Violation:** The student-athlete is suspended from participating in contests totaling 50% of the season. This suspension can be reduced to 20% of the season if the student agrees to attend an assessment program. Documentation of attendance in the assessment program must be provided in order to receive the reduction. The cost of the assessment program is the responsibility of the student-athlete and parent/guardian.
2. **For Non-Substance Violation:** If the student-athlete's violation is for an offense that is not a substance violation, but for another illegal act, the student-athlete will be suspended from participating in contests totaling 50% of the season. This Suspension can be reduced to 20% of the season if the student agrees to complete an online behavior assessment.
3. The student-athlete may continue to practice and attend team meetings during his/her suspension.

#### **Community Service**

1. If a student-athlete does not participate in an assessment program, the student-athlete also must serve 20 hours of community service. This community service must be completed and turned into the Athletic Director by

the due date stated on the form. The community service must be pre-approved by the Athletic Director.

### **Good Standing**

The student-athlete must finish the season in which he/she has served his/her suspension in good standing.

If the student-athlete's suspension is not completed by the end of the season, the suspension carries over to the next sports season/year in which the student-athlete participates, including to the next school year if applicable. The student-athlete also must complete the 20 community service hours, or attend and show proof of completion of an assessment program, by the end of the season and prior to being eligible to compete in the next athletic season.

## **2nd Offense**

### **Meeting**

The Athletic Director will meet with the student-athlete. The following individuals also may attend the meeting: student-athlete's parent/guardian, coach, and/or other school staff as appropriate. At the meeting, the violation and consequences will be discussed. In addition, an intervention meeting may be recommended.

### **Suspension**

1. **For Substance Violation:** The student-athlete is suspended from participating in all interscholastic athletics for one calendar year. This suspension can be reduced to contests totaling 50% of the season if the student agrees to attend an assessment program and agrees to the time period of counseling that is recommended by the program.
2. **For Non-Substance Violation:** If the student-athlete's violation is for an offense that is not substance violation, but for another illegal act, the student athlete will be suspended from participating in contests totaling one calendar year. This suspension can be reduced to contests totaling 50% of the season if the student agrees to an online behavior assessment.
3. The student-athlete may continue to practice and attend team meetings during his/her suspension.

### **Community Service**

The student-athlete must perform 20 hours of community service if they chose not to do an assessment program. This community service must be completed and turned into the Athletic Director by the due date stated on the form. The community service must be pre-approved by the Athletic Director.

1. **Good Standing:** The student-athlete must finish the season in which he/she has served his/her suspension in good standing.
2. **Intervention Program:** The student-athlete must satisfactorily complete the appropriate school recognized intervention program during the term of the suspension, or the Athletic Director must approve the timetable for completion before resumption of eligibility is considered. The cost of the intervention program is the responsibility of the student-athlete and parent/guardian.
3. **Written Request:** The student-athlete must submit a formal written request for interscholastic athletics participation reinstatement to the Athletic Director, and the Head Coach/ following the completion of the one year suspension, or 50% suspension if the student attends an assessment program. Completion of the community service hours and intervention program may not yet be completed at the time the written request is submitted. Upon receipt of the written request, the Athletic Director and Head Coach may reinstate the student-athlete's eligibility before the intervention program and community service hours are completed.



### **3rd Offense**

If the student-athlete does not submit a written request or is not reinstated before completion of the intervention program and community service, the student-athlete must complete all consequences: suspension, intervention program community service, and be in good standing in order to return to participating in interscholastic athletics. If the student-athlete's suspension is not completed by the end of the season, the suspension carries over to the next sports season in which the student-athlete participates, including to the next school year if applicable. The student-athlete also must show proof of completion of community service and the intervention program prior to being eligible to compete in the next athletic season.

**The student-athlete's eligibility is terminated immediately for the remainder of the student's high school career.**

### **Notification of Suspected Athletic Code Violations**

Prior to imposing a penalty under this Athletic Code, the student-athlete and his/her parent/guardian will be notified of the suspected violation and will be given an opportunity to respond to the Athletic Director. Notice will be given by phone or in writing (including email). The decision of the Athletic Director will be final and binding upon the student-athlete.

### **Voluntary Admissions**

A student-athlete may voluntarily admit an Athletic Code violation or substance abuse problem to the Athletic Director. This must take place prior to being ticketed, for a verifiable offense, issued a citation, or there is an ongoing investigation. After admission of a substance abuse problem or other Athletic Code violation, the student-athlete may, under some circumstances, be allowed to continue uninterrupted eligibility. However, continued eligibility will only be available to student-athletes who have not previously been disciplined for substance abuse or other Athletic Code violations. The Athletic Director on a case-by-case basis will determine whether or not a participant who voluntarily admits a substance abuse problem or other Athletic Code violation will be allowed to continue uninterrupted eligibility. If the admission is for a violation, this admission will count as a code violation with no consequence.

### **Appeals Process**

The student-athlete or parent/guardian may submit an appeal of the Athletic Director's decision in writing to the Principal. If an appeal is requested, the Principal or his/her designee will review the decision of the Athletic Director. During the appeal process, the decision of the Athletic Director shall be enforced.

### **Equipment**

A student-athlete is responsible for each item of equipment issued by the District. Each item issued must be recorded on his/her equipment card. THE STUDENT-ATHLETE AND HIS/HER PARENT/GUARDIAN IS RESPONSIBLE FOR THE REPLACEMENT COST FOR ANY AND ALL LOST OR NOT RETURNED EQUIPMENT.

A student-athlete will not be permitted to participate in a subsequent sport season if equipment previously issued is not returned or reimbursement does not occur. Official transcripts may be withheld from any student, including seniors, who have not returned or reimbursed the District for lost or not returned equipment. If a student-athlete is found to have unauthorized equipment in his/her possession, it will be confiscated and disciplinary action may be taken.

The District strives to supply students with the best equipment possible. It is expected that student-athletes will not abuse equipment and will take pride in the equipment issued to them. Equipment must be hung in lockers, not heaped in a pile on the bottom of the locker. All equipment must be exchanged and cleaned as directed.

District-issued equipment may be worn ONLY at District-sponsored contests or during practices.

Students are not allowed to enter equipment rooms except when personally supervised by a coach or Equipment Manager. Managers are to be in the equipment room only when performing an assignment for the equipment manager. Equipment must be checked in and out.

### **Insurance**

The School District does NOT carry a policy insuring students against accidents and injuries while participating in any student athletics. However, an Accident Insurance Plan is available to all student-athletes. Information and request form is available on the District's website. Student-athletes and their parents/guardians show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.

### **Training Room/Injuries**

Our training room provides student-athletes with equipment and the facilities designed for injury prevention and provide first-aid treatment. The training room is not to be used as a lounge or meeting place. Student-athletes may go to the training room only when necessary. All training supplies must remain in the training room. Please do not use training supplies to repair equipment or hold up socks. Please keep the training room neat and orderly, and abide by all training room rules.

### **Travel**

All student-athletes must travel to athletic events and return home from athletic events with the team on which the student-athlete competes by use of District-approved means of transportation. Exceptions for traveling to an athletic event require prior written approval. A student-athlete's parent/guardian may request an exemption by submitting a written request to the coach and Athletic Director prior to the event of the requested travel exemption. If granted, the coach or administrator will approve the request in writing. For leaving an Athletic contest, the student-athlete can be released only to the parent/guardian, who must accept custody of the student-athlete. All coaches have a release for the parent/guardian to sign at the event. Verbal requests will not be honored and verbal permission by a coach will not be valid.

## **Environmental Notices**

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### **Environmental Concerns Notice**

District 86 has had all of the educational facilities surveyed to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA). A report and management plan has been prepared and filed with the State of Illinois as required by the Act.

All of the asbestos will be kept in a non-friable condition by encapsulation, enclosure or removal in accordance with the Management Plan. In addition, the District will monitor the asbestos on a regular basis and file a report every six months.

A copy of each plan filed showing the condition and location of the asbestos is available for inspection, by appointment, in the Buildings and Grounds office at Hinsdale Central and Hinsdale South High Schools.

### **Integrated Pest Management Program**

District 86 has an Integrated Pest Management (IPM) Program. Integrated Pest Management is a common sense, comprehensive approach to pest control that emphasizes pest monitoring, habitat modification and the use of least hazardous controls to evaluate and eliminate pest problems. Applications of pest control materials are only made when necessary to address a pest problem.

Although we have no intention of using pesticides on school grounds, in the event this is found to be necessary, parents/guardians of students have the right to request prior notification of pesticide application. Contact the Buildings and Grounds office and Hinsdale Central High School or Hinsdale South High School to be added to the list for notification prior to pesticide application. A parent/guardian on the list will be notified in writing or by telephone two business days before pesticide application. In the event of an imminent threat to health or property where pesticides must be used immediately, the District will notify parents/guardians as soon as possible.