

STUDENT/PARENT HANDBOOK



OUR MISSION

Every day, the District 99 community works to provide a foundation for students to confidently pursue a future of their choosing.

OUR VISION

District 99 will graduate students who are equipped to realize their potential and positively impact their community and the larger world.



NORTH
HIGH SCHOOL

Community
HIGH SCHOOL District 99

BOARD OF EDUCATION REVISED
SEPTEMBER 23, 2024



DOWNERS GROVE
SOUTH

INDEX

Please note:

- This document, and any documents linked to this document, may be amended during the year without notice.
- Links in this document take the reader to the webpage where the information can be found.

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Section 1

Introductory and General Information

Board of Education information can be found [here](#).

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[North High Calendar](#)

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As part of the online registration process, parents/guardians and students agree to the following:

"I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook (including all links contained therein), the District 99 Athletic/Activities Handbook, and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, [policies](#) and procedures.

"I understand that the Student/Parent Handbook, the District 99 Athletic/Activities Handbook, and School Board policies may be amended during the year and that such changes are available on the School District website or in the school office."

Admissions and Transfers

Please see [Board policy 7.50](#), *School Admissions and Student Transfers To and From Non-District Schools*. 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.

Please see [Board policy 7.60](#), *Residence*

Please see [Board policy 7.30](#), *Attendance Areas and Transfers within the District*

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Bookstore

The Bookstore, located off the cafeteria, carries a stock of school supplies. Bookstore hours are 7:40 a.m. to 3:40 p.m.

The Bookstore manages the textbook rental system. Students are provided with textbooks for their classes as part of the registration fee. The textbooks distributed to students are assigned inventory numbers to assist with accounting for them. The agreement made when the books are distributed to the students is that:

- Each student must return the same book they were issued. Students cannot return a book they were not issued and expect to be credited for its return.
- Students returning books numbered differently from the ones they were given will be assessed the replacement fee for the original book.
- Students are expected to return their assigned books directly to their teachers or to the Bookstore after course completion.
- Ordering of textbooks for the following year must be completed by July 1; students will not be credited with the return of textbooks after that date.
- The cost of replacing all unreturned textbooks will be assessed to each student and must be paid.
- Textbooks left in lockers or other areas of the school is not considered an appropriate or proper return. Missing textbook fines will be applied in these situations.

Cafeteria

The cafeteria provides quality breakfast and lunch selections. Breakfast is available from 7:15 a.m. to 7:55 a.m. Lunch is served during the standard lunch periods. Please see [Section 4 Student Fees and Meal Costs](#) for additional information.

Closed Campus

Students who are bussed to school, dropped off at school, or walk to school, are considered “on campus” immediately upon their arrival, and are expected to remain on campus until their last class of the school day.

Emergency School Closings

Students should take their Chromebook home every night, in case there is a school closing.

Emergency Closing Information can be found [here](#).

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school

facilities under [Board policy 8.20](#), *Community Use of School Facilities*. Any student may file a discrimination grievance by using [Board policy 2.260](#), *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, [Board policy 2.270](#), *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

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

Any student may file a sex equity complaint by using [Board policy 2.260](#), *Uniform Grievance Procedure* and [Board policy 2.265](#), *Title IX Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Please see [Board policy 7.10](#), *Equal Educational Opportunities*.

Please see [Board policy 7.21](#), *Notice of Non-Discrimination and Expectation of a Safe School Environment*.

Please see [Board policy 2.260](#), *Uniform Grievance Procedure*.

Please see [Board policy 2.265](#), *Title IX Grievance Procedure*.

Please see [Board policy 2.270](#), *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

The names and contact information for the District's Nondiscrimination Coordinators, Title IX Coordinator and Complaint Managers can be found [here](#).

Lockers

All students are assigned a locker. All student lockers are the property of Community High School District 99 and are accessible to school authorities at any time. The locker and its contents are subject to search by school officials, especially if there is reason to suspect that unauthorized materials (example: drugs, alcohol, stolen property, etc.) are being housed in the locker.

Students are not to damage or deface lockers in any way; fines will be assessed for any damage. Lockers should be kept locked at all times. Since the school assumes no responsibility or liability for lost or stolen property, students are urged not to bring valuable items or large sums of money to school. Students should keep the locker combination confidential. Students must use only their assigned locker and are not permitted to make unauthorized moves to another locker. Students must report any locker trouble or faulty lock problems to the Deans' Office. Students are responsible to clean out lockers and remove all contents at the end of each school year. Routine locker inspections may be conducted to ensure compliance. A fee will be assessed to students who write on or fail to clean out their locker at the end of the school year.

Lost and Found

Lost and Found is located in the Bookstore.

Prevention of and Response to Bullying, Intimidation and Harassment

Please see [Board policy 7.20](#), *Harassment of Students Prohibited*.

Please see [Board policy 7.21](#), *Notice of Non-Discrimination and Expectation of a Safe School Environment*.

Please see [Board policy 7.180](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Please see [Board policy 7.190](#), *Student Behavior*.

Please see [Board policy 2.260](#), *Uniform Grievance Procedure*.

Please see [Board policy 2.265](#), *Title IX Grievance Procedure*.

The names and contact information for the District's Nondiscrimination Coordinators, Title IX Coordinator and Complaint Managers can be found [here](#).

Please see [Board policy 2.270](#), *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

School Day

Bell Schedules for each school day are found at these links:

[North High](#)

[South High](#)

Sexual Harassment and Teen Dating Violence Prohibited

Please see [Board policy 7.20](#), *Harassment of Students Prohibited*.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

Please see [Board policy 7.21](#), *Notice of Non-Discrimination and Expectation of a Safe School Environment*.

Please see [Board 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 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.

Please see [Board policy 2.260](#), *Uniform Grievance Procedure*.

Please see [Board policy 2.265](#), *Title IX Grievance Procedure*.

Sexual harassment as defined in the Title IX implementing regulations ("Title IX Sexual Harassment") is prohibited. Examples of *Title IX Sexual Harassment* can include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Please see [Board policy 2.270](#), *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Please see [Board policy 4.165](#), *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*.

The names and contact information for the District's Nondiscrimination Coordinators, Title IX Coordinator and Complaint Managers can be found [here](#).

Student IDs

A student must carry his/her identification card when at school and while attending all school functions. Students are expected to carry and present their identification card upon the request of any staff member or employee of the bus company. Refusal to do so will be considered insubordination and may result in disciplinary action by the Dean. Replacement ID cards may be obtained in the Bookstore.

Visitors & Volunteers

All visitors and guests must enter at the main entrance, present a valid identification card and receive permission, before proceeding to access any portion of the building. Failure to receive visitor status constitutes trespassing and may result in legal action.

Students may not bring friends and/or relatives to school as visitors. Staff cannot accept delivery of food, flowers, gifts, etc. Delivery drivers will be turned away at the reception area.

Volunteers are required to check in and out at the main entrance and receive a visitor badge before going to their destination.

Please see [Board policy 8.30](#), *Visitors to and Conduct on School Property or Involving School Personnel*.

Please see [Board policy 6.250](#), *Community Resource Persons and Volunteers*.

Section 2 Attendance

Reporting an absence: North High: 630-795-8450 South High: 630-795-8550
Technology Center of DuPage (TCD), if attending: 630-620-8770

For the purposes of this policy, the term absence means “not being in attendance at school for all or a portion of a school day.” Absences will be classified as excused or unexcused. All excused absences must be reported to the Attendance Office from a parent or guardian by 12:00 noon of the day of the absence.

Please see [Board policy 7.70, Attendance and Truancy](#).

Excused Absences

In keeping with sections 26.2a of the Illinois School Code, District 99 considers the following circumstances to be valid causes for a student’s absence:

- Illness
- Death in the immediate family
- Family emergency
- Court appearance
- Observance of religious holiday
- College visits – with appropriate documentation
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as approved by the Principal or Superintendent
- Attending a military honors funeral to sound TAPS
- Student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support posting

Parents/guardians verify a valid excused student absence by notifying the Attendance Office. After the eighth absence in a semester, parents/guardians will be asked to provide supporting documentation about the nature of the absence if they have not previously done so. Common forms of documentation are a doctor’s note, court papers, and college visit forms. The doctor’s note must be the original, legible copy, on physician’s stationery signed by the doctor or nurse, and presented to the Attendance Office upon the student’s return. The note should state the date the student was seen by the Doctor and must state the date(s) the student was not able to attend school. If documentation is needed, parents/guardians should provide documentation within 72 hours of the student’s return to school.

Make Up Work

When students are absent from school, they are allowed to make up the work missed. Upon returning from such an absence, students must contact teachers for make up work as soon as possible. It is the student's responsibility to obtain and complete this work. If a student experiences an extended absence because of illness, the student's parents/guardians should notify the Attendance Office to have assignments collected from teachers. At least 48 hours is required to collect assignments. Students must make arrangements with the Attendance Office to pick up these assignments. Students are expected to make up work missed during an unexcused absence.

Permits to Leave

There are rare occasions when a student must leave school during the school day. When such a time arises, the following steps must be followed:

- The parent/guardian must notify the Attendance Office before the student leaves.
- The student must personally go to the Attendance Office for his/her permit to leave.
- When the student returns during the school day, they must report directly to the Attendance Office to sign back in and obtain a pass.
- If a student does not have a permit to leave or the parent/guardian notifies the Attendance Office after the student has left, the absence will not be excused and the student will be subject to disciplinary action.
- If a student leaves campus during school without a "permit to leave," upon their return to campus they may be searched.
- If the parent/guardian has not notified the Attendance Office, and the student has an appointment, the Attendance Office will let the student call the parent/guardian. If the parent/ guardian cannot be reached, the student will be sent to the Dean for further help.

Release Time for Religious Instruction/Observance

Please see [Board policy 7.80](#), *Release Time for Religious Instruction/Observance*.

Tardiness

Students who are not in the room when the bell rings will be considered tardy. Tardy students must provide a pass upon arrival to class. Tardy is defined as late 10 minutes or less to any class period. Tardies are cumulative throughout the semester. Excessive tardies may result in disciplinary consequences.

Truancy

The Illinois School Code (105 ILCS 5/26-2a) defines a chronic or habitual truant as, "a child subject to compulsory school attendance and who is absent without a valid cause from such attendance for 5% or more of the previous 180 regular days." Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, which may include:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Unexcused Absences

An absence without valid cause, class cut, or an absence without a telephone call to the Attendance Office verifying the absence will be considered unexcused. Disciplinary consequences may be assigned for an unexcused absence.

The following represents a partial list of reasons that are not valid causes of absences and will not be excused. The school administration is responsible for determining whether an absence is excused.

- Oversleeping
- Car trouble
- Missing the bus
- Missing one class to study or prepare for another
- Giving rides to the airport
- Babysitting
- Shopping
- Activities following prom or homecoming
- Senior skip days
- Working
- Leaving for lunch

The following notification/discipline procedures will be used to address excessive unexcused absences. They apply to both full day absences and excessive absences from individual classes.

- The Dean will call home and issue disciplinary consequences.
- The teacher will call home at or before the third incident.
- School personnel may request a conference with the student and family to review attendance patterns and determine further steps. These might include an attendance contract, a schedule change, or disciplinary consequences.

Absences will be considered unexcused if the student has accumulated eight undocumented absences in a semester.

Vacations/Planned Absences

Family vacations are discouraged during the school year due to the impact on student learning. Students requesting excused absences for a family vacation must receive approval from the administration. Missed homework should be done in advance of leaving or arranged to the satisfaction of the teacher. It is the student's responsibility to arrange for and complete the work.

Section 3

Academic Expectations, Promotion and Graduation

The Academic Planning Guide can be found [here](#).

Counseling and Student Support Services: [North High](#) [South High](#)

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Please see [Board policy 6.320](#), *High School Credit for Proficiency*.

Please see [Board policy 6.310](#), *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

Please see [Board policy 6.135](#), *Accelerated Placement Program*.

Please see [Board policy 6.315](#), *High School Credit for Students in Grade 7 or 8*.

Early Graduation

Please see [Board policy 6.300](#), *Graduation Requirements*.

Exemption from PE Requirement

State law prohibits the School District from honoring parent/guardian excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Please see [Board policy 7.260](#), *Exemption from Physical Education*.

Please see [Board policy 6.310](#), *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

For information on PE Exemptions and procedures, please see the [District Curriculum page](#).

Grade Point Average

District 99 computes, records, and provides both weighted and unweighted grade point averages (GPA) beginning at the end of the first semester of ninth grade and all subsequent semesters. The GPA is the cumulative point value of all grades earned divided by the number of semester courses that count toward GPA. Physical Education is included in the calculation of the GPA. Driver Education, pass/fail courses, audit courses, and courses taken on/off campus that only earn college credit, are not included in GPA calculations. GPA is reported on the semester report cards and transcripts, is cumulative, and represents final semester grades.

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student

to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on other requirements determined by the State or District. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Please see [Board policy 6.280](#), *Grading and Promotion*.

Graduation Requirements

Please see [Board policy 6.300](#), *Graduation Requirements*.

Home Access Center (HAC)

Home Access Center allows students and parents/guardians to view student information including attendance, scheduling and grade information. HAC is accessed from the [District website](#) and is available online 24 hours a day, seven days a week. Each student and parent/guardian is given a username and password to log into HAC.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Honor Roll

Students will be recognized on the honor rolls for District 99 based on the GPA calculated for each semester, not the cumulative GPA. The honor rolls are 3.4-3.99 and 4.0 and above. In order to be eligible for honor roll, a student must be enrolled in a minimum of 2½ credits each semester.

Graduation Recognition - Students will be honored for their academic achievement on three levels at the graduation ceremonies. Students earning a GPA of 4.4 or greater will graduate with Distinguished Honors. Students earning a 4.0 or greater will graduate with High Honors and students earning a 3.4 or greater will graduate with Honors. These distinctions are calculated on the student's GPA at the conclusion of the 7th semester and will be represented by a combination of gold stoles, cords and tassels to be worn with the cap and gown at the ceremonies.

Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

Please see [Board policy 6.110](#), *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.

Section 4

Student Fees and Meal Costs

Fees, Fines & Charges; Student Fee Waiver

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast income eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

Please see [Board policy 4.140](#), *Waiver of Student Fees*.

Current fees can be found [here](#). The online application for Free & Reduced Price Fees and Meals is located in [Home Access Center \(HAC\)](#).

Student Fee Considerations

- All fees and past fines should be paid before a student begins classes for the year.
- A student adding a course requiring an additional fee will be assessed additional fees.
- All students, including those attending Technology Center of DuPage, Southeast School, Partners for Success, Directions, or other alternative programs, must pay registration fees.
- Transfer students enrolling during the first semester will pay the full fee. A student entering at any time during the second semester will be assessed a prorated fee amount.
- The fee for Behind the Wheel Driver Education is not refundable.

A student who withdraws/transfers from a District 99 school may be eligible for a partial refund of fees paid. Please contact the North High (630-795-8400) or South High (630-795-8500) with any questions.

School Free and Reduced Price Meal Program

The application for Free & Reduced Price Fees and Meals is located in [Home Access Center](#).

Please see [Board policy 4.130](#), *Free and Reduced-Price Food Services*.

Section 5

Transportation and Parking

Bicycle Transportation

Bicycle racks are provided. Students are required to park their bikes in these racks; bicycles chained to posts, trees, or parked in other areas on school property may be removed. The District will not be responsible for stolen property.

Bus Conduct

While in route to or from school, students are considered in school and all school rules are in effect. Appropriate conduct is in order and infractions are reported to the Dean. No smoking or possession of tobacco is allowed on the buses. Bus drivers are considered part of the school staff; students are expected to be respectful to them. Vandalism of bus seats and other bus company property will result in financial assessment and disciplinary action. School buses may be equipped with cameras and school personnel may review tapes when investigating discipline incidents. Failure to adhere to these rules may result in consequences including detentions, Saturday detentions, in-school interventions, or out of school suspension.

Please see [Board policy 7.220](#), *Bus Conduct*.

Bus Transportation

Bus transportation is provided by the Board of Education for students who live 1.5 miles or more from school. Bus schedules will be communicated at schedule pick up and/or on the school's website ([North High/South High](#)). An outside contractor provides this service. Communication regarding bus service should be directed to the Associate Principal for Operations and Technology (North High: 630-795-8400, South High: 630-795-8500). Specific bus routes operate morning and afternoon. The student must have, and show, an ID that identifies the route number he/she has been assigned.

District 99 provides a late bus Monday thru Thursday. Please check with the school (North High: 630-795-8400, South High: 630-795-8500) regarding route schedule and times.

Please see [Board policy 4.110](#), *Transportation*.

Parking

The schools maintain student parking lots with limited spaces available. Eligible students may receive a parking permit. Please contact the Deans' Office or visit their webpage for more information. There may be a fee associated with receiving a parking permit.

Non-compliance with parking rules/regulations may result in suspension, loss of parking privileges and/or towing of the vehicle at your expense. School authorities have the right to

check/search vehicles on school property when there is reason to believe school policy and/or state law has been violated. Students with permits are required to park in the designated areas only. Village ordinances prohibit parking on adjacent residential streets, as posted.

Since bus transportation is provided to Technology Center of DuPage (TCD) students are not permitted to drive to TCD.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the Student Discipline Code and/or withdrawal of parking privileges.

Section 6

Student Emotional Well Being and Safety

Community High School District 99 provides academic and social/emotional support for students. The Counseling and Student Support Services Department has a variety of professionals (counselors, psychologists, social workers, deans and Student Assistance Coordinators) available to assist students.

| | | |
|--|----------------------------|----------------------------|
| Counseling and Student Support Services: | North High | South High |
| PBIS (Positive Behavioral Intervention & Supports) | North High | South High |

Please see [Board policy 4.190](#), *Targeted School Violence Prevention Program*.

Please see [Board policy 6.270](#), *Counseling and Student Support Services Program*.

Please see [Board policy 7.250](#), *Student Support Services*.

Home and Hospital Instruction

A student who is absent from school or whose physician, physician assistant, or advanced practice registered nurse anticipates the student will be absent from school because of a medical condition may be eligible for instruction in the student's home or hospital. Please contact the school nurse and student's counselor for additional support and resources.

Please see [Board policy 6.150](#), *Home and Hospital Instruction*.

Safety Personnel

All faculty and school staff assist with the maintenance of a safe and orderly school environment. There are certain staff that have specific roles in this regard.

School Resource Officer: Police officers are assigned to our high schools to promote personal relationships between law enforcement personnel and the youth of our community. They are certified juvenile officers, and they work in our schools in a plain clothes fashion in several roles: as a law enforcement officer, a law related counselor, and a law related teacher, as well as the maintenance of safety and discipline in the schools. They work under the same standards as school personnel. They may search students if reasonable suspicion exists and interview them when needed.

Lead Security: Lead Campus Security personnel provide supervision and leadership to the campus security team in the building.

Campus Security: Campus Security provides supervision in the building by monitoring student behavior in study halls, hallways, locker rooms and other places within the school building as assigned. Campus Security personnel work enforcing school rules and district policies, monitoring student behavior and assisting the Deans and building administrators in maintaining a safe and secure learning environment.

Dean: Deans handle behavioral and attendance issues as well as interventions to support students. They work as a team with all faculty and staff to promote a safe and orderly environment.

Student Assistance Coordinator: The Student Assistance Program coordinates prevention activities, works with students and families in coordinating services with community agencies, and structures follow-up support for students after receiving services from community agencies. The primary focus of the Student Assistance Program is to educate and raise awareness about alcohol, tobacco and other drug use. In addition, the program aids with other student mental health issues. The Coordinator also supports students via group or individual counseling.

Safety Drill and Emergency Procedures

Fire Alarm Procedures: When the fire alarm sounds, students are to leave the building by the appointed exit as directed. Students should continue moving away from the building until instructed by staff to stop. Students should return to the building only at the direction of a staff member. If circumstances warrant, students may be moved to emergency evacuation sites. Students will proceed to the appropriate site at the direction of staff members and must remain under adult supervision until directed otherwise. Any student sounding false fire alarms will be suspended from school for ten days, arrested, and may be recommended for expulsion. Students who are unable to use the stairs during an evacuation should report to the designated emergency classrooms - South High (2nd floor Room A212, 3rd floor Room A310) - North High (2nd floor Room 200, 3rd floor Room 300). Use the telephone in this classroom to dial 9-911 and inform the fire department personnel of your location.

Severe Weather and Tornado Procedures: Tornado/disaster alarms and directions are announced through the public address system. Generally, all students move into the corridors of the first and second floors away from all glass areas or to the underground track.

Lockdown: In the event of an emergency, procedures are in place to ensure staff and student safety. A lockdown response means that the school is in full cooperation with the public safety officials who will direct further response. Moving to a lockdown response means that conditions that threaten the safety of staff or students may be possible or imminent. In the event of a lockdown, an announcement will be made by an administrator. Upon giving the announcement: Students and staff take shelter in the nearest room or should immediately exit the building if you feel it is safe to do so. Any student sounding false police alarms will be suspended from school for ten days, arrested, and may be recommended for expulsion.

Please see [Board policy 4.170, Safety](#).

Please see [Board policy 4.190, Targeted School Violence Prevention Program](#).

Suicide and Depression Awareness and Prevention

The school district maintains student and parent/guardian resources on suicide and depression awareness and prevention.

The National Suicide Prevention Lifeline number is: **800-273-8255**

If you or someone you know needs immediate assistance, please dial 911.

Please see [Board policy 7.290](#), *Suicide and Depression Awareness and Prevention*.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Section 7

Health Services

If a student has specific health concerns, please note these concerns on the Illinois Certificate of Child Health Examination form. Parents/guardians should contact the school nurse at the beginning of the school year to coordinate care and plan for a potential emergency response. Please remember to update emergency contact information as needed throughout the school year.

Nurse & Health Services: [North High \(630-795-8400\)](#) [South High \(630-795-8500\)](#)

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to a [District Complaint Manager or Nondiscrimination Coordinator](#).

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building Health Services Office. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.

- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Health Services Office (North High: 630-795-8400, South High: 630-795-8500).

Communicable Diseases

All information regarding a confirmed or suspected case of a communicable disease in the school population will be reported to the DuPage County Health Department as mandated.

Students who are unimmunized or under-immunized to measles are considered susceptible to the disease. In the event that a suspected or confirmed case of measles is reported in the school, and upon direction of the DuPage County Health Department, students who are susceptible to measles will be excluded from school until acceptable proof of immunity is received by the school or until 21 days from the onset of the last reported measles case. Excluded students will not be permitted to participate in extracurricular athletics or activities for the same period of time.

Outbreaks of other communicable diseases may also result in exclusion of susceptible students as determined by local and state health departments.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents/guardians are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Please see [Board policy 7.280](#), *Communicable and Chronic Infectious Diseases*.

Head Lice

The school will observe the following procedures regarding head lice:

- Parents/guardians are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Immunization, Health, Eye and Dental Examination

District 99 follows policies and procedures to ensure the safety and well-being of all students and staff. Unless an exemption or extension applies, the failure to comply with the requirements of State law, by the first day of the current school year, will result in the student's exclusion from school until the required health forms are presented to the District. All health or medical documents should be submitted to the Health Services office.

Please see [Board policy 7.100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students](#). The policy also details when a student may be exempt from the requirements.

Injury or Health Concern

It is important for students to report all accidents and injuries immediately to the teacher-in-charge. The teacher will send the student to the nurse with a timed hall pass. Except in emergency situations, students should not come to Health Services during passing periods without a pass. Health Services personnel will contact the parent or guardian for permission for the student to be dismissed from school. Under no circumstance should a student leave the building without this procedure being followed. The parent or guardian must make arrangements for the student to be transported home and must designate to the nurse or Health Services staff how the student will get home. Students will not be allowed to ride home during the school day with other students or currently enrolled siblings.

In the event of a serious medical emergency, the school will make every effort to contact the parent/guardian or emergency contact person, but it may be necessary to transport injured or ill students directly to the nearest hospital emergency room by ambulance.

Student Medication

Community High School District 99 acknowledges the responsibility for administering medication to a student rests primarily with the student's parent or guardian. Medication will be administered by District personnel during the school day only when absolutely necessary for the health and well-being of the student. The initial dose of the medication must be given at home. Students are prohibited from carrying medications or keeping medications in their lockers. Only students authorized to self-administer asthma medication or rescue epinephrine are permitted to carry medications on their person.

District 99 medication authorization forms must be renewed at the beginning of each school year, if the medication or dosage is changed, or if asked to do so by the school nurse. Empty medication containers will be sent home with the student for refill as needed and at the end of the term of medication administration. Arrangements may be made for medications to

be picked up by the parent/guardian. If the parent or guardian does not pick up the medication by the end of the school year, the medication will be discarded.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

The Medication Authorization Form can be found on the Nurse & Health Services webpage for [North High](#) or [South High](#).

Please see [Board policy 7.270](#), *Administering Medicines to Students*.

Students with Food Allergies

State law requires the school district to annually inform parents/guardians of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Health Services Office (North High: 630-795-8400, South High: 630-795-8500). Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. The District also may be able to appropriately meet a student's needs through other means.

Please see [Board policy 7.285](#), *Anaphylaxis Prevention, Response, and Management Program*.

Student Athlete Concussions and Head Injuries

Please see [Board policy 7.305](#), *Student Athlete Concussions and Head Injuries*.

Section 8

General Behavior and Discipline Information

Access to Student Social Networking Passwords and Websites

Please see [Board policy 7.140](#), *Search and Seizure*.

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.

Athletic/Activity Code Violations (Extra-Curricular) – Please see the [District 99 Athletic/Activities Handbook](#).

Clear and Present Danger Reporting

When a student or other person demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions or other behaviors, they may be determined to pose a clear and present danger. Law enforcement officials and school administrators are required to report individuals determined to pose a clear and present danger pursuant to 20 IL. Admin. Code 1230.120.

Please see [Board policy 4.190](#), *Targeted School Violence Prevention Program*.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Please see [Board policy 6.240](#), *Student Trips*.

General Building Conduct

Students are expected to:

- Maintain regular daily attendance.
- Be on time to all classes.
- Conduct themselves in a manner which reflects courtesy, decency, and sensitivity to the rights and needs of others.

- Refrain from loud noises or conversations that are disruptive to the educational environment of our building.
- Respond courteously and promptly to instructions provided by faculty and staff.
- Help keep our school clean. All food and/or beverage containers must be thrown away in appropriate receptacles.
- Refrain from consuming food in the halls.
- Follow school regulations and procedures. If questions arise, ask a staff member for assistance.
- Vacate the building 15 minutes after the final period of the day unless participating in a school sponsored activity or meeting for school related purposes.
- Refrain from running, pushing, shoving, or other horseplay.
- Carry their student identification card at all times.
- Sign out in the Attendance/Deans' Office prior to leaving school for any reason during the school day.
- Refrain from opening doors to admit others to the building, propping doors, circumventing locks, barriers, etc. in order to gain access to unauthorized areas.

Gross Disobedience and Infractions Involving Misconduct

Gross disobedience or misconduct is any conduct of the type described in Categories A and B in [Section 10 Discipline Code](#) or any other conduct, behavior, or activity which causes, or may reasonably lead school authorities to forecast, substantial injury or disruption to school activities or the rights of other students, school personnel or related personnel.

The school is mandated by law to report to the local police department incidents on or around school involving firearms, drugs, or battery to staff. The police may take action in addition to assigned school penalties.

In accordance with Illinois School Law (105 ICLS 5/10-21.7, 27.1A, 27.1B, and 105 ICLS 5/34-8.05) all Illinois public schools are required to report incidents involving drugs, firearms, and attacks on school personnel to both local law enforcement agencies and the Illinois State Police. Any qualifying incident will be reported monthly through the School Incident Response System (SIRS) maintained by the Illinois State Board of Education.

Disciplinary action for students guilty of gross disobedience or misconduct may range from an official warning to expulsion from school for up to two calendar years as determined on a case by case basis.

Please see [Board policy 7.190](#), *Student Behavior*.

Personal Electronic Devices in Classroom Settings

In order to decrease distractions to the learning environment and increase student engagement, personal electronic devices (cell phones, earbuds, smart watches, etc.) must be silenced, and students are not to use them in instructional settings unless given explicit permission from the supervising staff member.

Teachers will verbally communicate the Personal Electronic Devices in Classroom Settings policy at the start of the semester when reviewing the syllabus and course expectations.

The following protocols will be implemented if multiple violations of these expectations occur, within a reasonable timeframe as determined by the supervising staff member:

- Provide additional, individual verbal warning(s)
- Contact the student's family explaining that after multiple warnings, the behavior has not changed
- After contact with the family has been made, the teacher will write a behavior referral; deans will apply appropriate disciplinary actions

Personal Electronic Devices in Unauthorized Areas

Student devices are not permitted to be used in the following areas where there is the expectation of privacy:

- Washrooms
- Locker Rooms
- Nurse's Office

Other areas of the building may also be restricted as determined by the building administration.

School Dress Code and Appearance

The following are to be used by parents/guardians and students as important guidelines of dress:

- Extreme clothing is distracting to the educational process.
- Safety must be a concern. All metal belts or metal chains are not allowed on school premises.
- Modesty is always appropriate. Students are to wear garments with appropriate coverage. For example, clothes that are revealing such as exposed underwear, see-through clothing, exposed stomachs or backs, and low cut tops, are considered inappropriate.
- Clothing should not bear symbols or insignias of unacceptable items; including but not limited to weapons, gang symbols, alcohol, drugs, cigarettes, vulgar language, sexual innuendos, or other symbols or messages that contradict the educational mission of the District or violate the rights of others. There may be no reference to cults, satanic groups, or gangs, including, but not limited to items worn on one side of the body, bandannas, head coverings, mismatched shoelaces, or scarves. Students may not wear rubber bands around the bottom of their pant legs.
- Specialized areas may require special safety and/or health protection, e.g. no jewelry in physical education class.
- Jewelry: District 99 maintains the right to limit the wearing of jewelry when students are engaged in activities in which jewelry may pose a danger or distraction. Teachers may require students to remove watches, necklaces, hooped jewelry, and any form of dangling jewelry when students are engaged in learning activities in which jewelry poses an inherent danger, distraction or safety risk to either the student wearing the jewelry or to other students in the class. Such learning activities typically occur in

physical education, industrial technology, science, and art classes; although this provision may be applicable from time to time in other classes and school situations.

In all physical education classes in which students are dressed for physical education, all jewelry described in the above paragraph must be removed.

If in the teacher's judgment the use of jewelry described above or stud jewelry poses an inherent danger, the teacher may require that the student remove the jewelry.

Students who do not comply with these guidelines may be subject to disciplinary action. A building may pilot a variation of the student dress code, as approved by the Superintendent.

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.

Please see [Board policy 7.160](#), *Student Appearance*.

Search and Seizure

Students and their personal effects are subject to search, without parent/guardian notification and/or consent, whenever school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school rule or the law. Students who leave campus during the school day without permission may be searched, along with their personal effects, upon return based solely on leaving campus without permission.

Please see [Board policy 7.140](#), *Search and Seizure*.

Use of Breathalyzers

The School Resource Officers have been trained in the use of Breathalyzers (Preliminary Breath Test, P.B.T.) to determine if a student is under the influence of alcohol on campus or at student related events. Parents/guardians and students are advised that Breathalyzers (P.B.T.) may be used on campus and at any school related event by the police or deans when they have a reasonable suspicion that a student has been using alcohol. This assessment will be done in a private area away from groups of students and is voluntary on the student's part.

Section 9

Supporting Positive Behavior

When breaches of school disciplinary rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his or her parents/guardians and other support personnel to help the student modify his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline.

When determining the response for a specific breach of discipline, school personnel will consider the entire context of the incident, and the effect of his or her actions on the welfare of the school community. Progressive discipline will usually be administered when a student repeatedly violates school expectations.

Actions to support positive behavior may include, but are not limited to, the following:

- **Arrest:** The school is mandated by law to report to the local police department incidents on or around school involving firearms, drugs, or battery to staff. The police may take action in addition to assigned school penalties.
- **Bus Suspension:** When misconduct occurs on school provided transportation, and is severe or frequent enough to interfere with the general welfare or operation of the vehicle, students may be suspended from using that transportation. A single suspension will not be in excess of 10 school days.
- **Community Service:** As a part of furthering a restorative school community, community service may be assigned. Community service may be done within the school environment, under the supervision of school personnel, or in partnership with agencies in the greater community.
- **Dean Conference/Warning:** Dean Conference/Warning is an individual discussion between the Dean and the student regarding misbehavior.
- **Detention**
Dean Detention: Dean Detentions are an extension of the school day. Students are supervised and required to be in the detention room for the total number of detention hours assigned. A violation of Dean Detention policies is a serious offense and will result in further disciplinary action.

Saturday Detention: Saturday Detentions are an alternate form of discipline used for more serious or chronic infractions of school policy. Saturday Detentions run from 8:00 a.m. to 12:00 p.m. on designated Saturdays throughout the school year. Students are denied admittance if they do not arrive on time and bring sufficient study materials.

Parents/guardians will be notified of Saturday detentions. Failure to follow the rules of a Saturday Detention may result in removal from Saturday detention and further consequences. Saturday Detentions are assigned at the discretion of the Dean.

Teacher Detention: A Teacher Detention is a detention assigned by the teacher. The teacher will designate where the detention is to be served. The detentions range from 20 minutes to an hour and may be served in the morning, before school, or after school, depending on the agreement between the teacher and the student. A 48-hour notice is given, unless the student agrees to serve the detention sooner. Students are assigned a Teacher Detention primarily for minor disciplinary violations.

- **Discipline Referral**: A staff member may send a student directly to the Deans' Office for disciplinary action if the situation warrants, or send a Referral for such action later. A Referral is a form that is subject to be placed in the student's disciplinary file.
- **Drop from Class**: In situations where a student engages in a serious breach of discipline that interferes with the welfare of the school environment, including acts impacting safety in a class, the student may be dropped from that class.
- **Final Warning/Probation Contract**: A Final Warning is a behavior contract between the student, the parent(s) or guardian(s), and the school. The student is to observe all school rules and regulations and other stipulations set forth by the administrator in the contract. If the student violates the provisions of the Final Warning/Probation Contract, the student may be recommended to the Board of Education for expulsion.
- **In-School Intervention Program**: The In-School Intervention Program is an alternative to Out-of-School Suspension and may be offered to students at the discretion of the Dean. If a student fails to successfully complete the days assigned to the In-School Intervention Program, the student will serve Out-of-School Suspension time. While in this program, the student will be expected to comply with all school rules and will work on completing class work.
- **Loss of Privileges**: As students advance through District 99 they receive certain privileges (e.g. graduation ceremony, dances [prom], driving to school, use of the school parking lot, attendance/participation in extracurricular activities, lunchroom privileges, attending TCD or work co-op programs, access to technology). Students may forfeit some of these privileges if they fail to comply with school rules.
- **Out-of-School Suspension**: When a student's misconduct adversely affects the general welfare of the school, the student will receive an Out-of-School Suspension. A single Out-of-School Suspension will not exceed 10 school days. A student completing an Out-of-School Suspension is required to schedule a conference involving the student, an administrator, and parent(s) or guardian(s) prior to being readmitted to regular classes.

Students who receive an Out-of-School Suspension:

- may not attend any school-sponsored activity (as a spectator or a participant) and
- may not be on school grounds, unless they have a pre-arranged appointment with school staff and are accompanied by a parent/guardian. Students found to be on school grounds during an Out-of-School Suspension will be considered to be trespassing and may be arrested, suspended for additional days, or recommended for expulsion.

Out-of-School Suspension days will not be counted toward the District 99 policy that removes students from class for unexcused absences. Under the District attendance policy, students may make up all assignments at full credit missed during the Out-of-School Suspension. Repetitive Out-of-School Suspensions may prompt the consideration of a Recommendation for Expulsion.

- **Parent/Guardian Conference:** Parents/guardians are viewed as partners with school personnel in helping students to successfully complete their high school education. We encourage parents/guardians to be involved in their student's education. District 99 officials may require Parent/Guardian Conferences for discipline matters.
- **Partners for Success Placement:** Partners for Success (DuPage Regional Office of Education Program) is an alternative program that may be offered to students in lieu of expulsion. Placement in the program is initiated by the Dean and Associate Principal, and approved by the Principal and Superintendent. Students are considered for Partners for Success on a case-by-case basis. Factors such as the age and grade level of the student, credit status, nature of the discipline infraction and the family's ability to accept the parameters of the program will be considered when recommending a student's placement in Partners for Success.

Students who are placed at Partners for Success:

- may not attend any school-sponsored activity (as a spectator or a participant) and
 - may not be on school grounds, unless they have a pre-arranged appointment with school staff and are accompanied by a parent/guardian. Students found to be on school grounds while expelled will be considered to be trespassing and may be arrested.
- **PATH:** The PATH (Pause, Ask, Think, Heal) Program is designed to empower students to develop emotional and social learning skills that can help reduce risk factors that have resulted in inappropriate and/or disruptive misconduct. The SEL skills learned in the PATH Program will encourage accountability and enable students to modify behavior and demonstrate ability to control conduct within norms of pro-social behavior. At the discretion of the Associate Principal in charge of student disciplinary matters, students and families may be offered PATH as a one time intervention for suspendable offenses
 - **Peer Mediation:** While not a discipline procedure per se, peer mediation is a voluntary program to empower students with the knowledge to help others resolve their conflicts. Each year a group of students are trained in the art of conflict resolution. They are

taught skills to help others come to their own resolution of a particular problem. Students work with the peer mediator and each other in the process of resolving an issue. Adult supervisors are not in the mediation room, but are close at hand to answer any questions. The Peer Mediation program is a valuable tool when used in conjunction with disciplinary consequences. The contract that is agreed upon between the two disputants is signed, and is expected to be honored by both students so that the problem does not occur again. This is an optional intervention that does not mitigate any assigned disciplinary action.

- **Recommendation for Expulsion:** In cases of gross disobedience or misconduct, the Principal or Superintendent may recommend to the Board of Education that expulsion proceedings be initiated. The Board of Education has the authority to remove a student from school for a period not to exceed two calendar years, as determined on a case-by-case basis.

Students who are expelled:

- may not attend any school-sponsored activity (as a spectator or a participant) and
 - may not be on school grounds, unless they have a pre-arranged appointment with school staff and are accompanied by a parent/guardian. Students found to be on school grounds while expelled will be considered to be trespassing and may be arrested.
- **Social Suspension:** A socially suspended student may not attend or participate in any school functions while on social suspension. Any student who has been suspended out-of-school is automatically placed on social suspension for the length of the suspension. Repeated or serious violations of the discipline code may also result in social suspension. Students can also be socially suspended for inappropriate behavior that is displayed while attending extra-curricular events and activities, and may be barred from attending similar events, including dances, athletic events, and activities for the remainder of the school year.
 - **Village Ordinance Violation/Ticket:** When students violate a Downers Grove Village Ordinance, they may receive school consequences and/or Village of Downers Grove consequences.

Suspension Procedures

1. **Determination:** An authorized school administrator or Dean determines, upon completion of appropriate due process procedures, that an Out-of-School Suspension is appropriate because of a student's act(s) of gross disobedience and/or misconduct.
2. **Parent/Guardian Phone Notification:** A phone call is made to the parent/guardian by the Dean.
3. **Parent/Guardian Written Notification:** Written notification of the Out-of-School Suspension is sent to the parent/guardian, by the Dean, informing them of the infraction and their legal recourse for appeal. The notice shall specify the gross disobedience or

misconduct giving rise to the Out-of-School Suspension and the provision of the Disciplinary Code violated by the student. The notice shall also explain the process, as set forth below, for appealing the Out-of-School Suspension.

4. The Appeal Process:

- a. A request to appeal a student's Out-of-School Suspension shall be made in writing to the Associate Principal by the parent/guardian within two (2) school days of the date of the official notification. The earlier of the school phone call or the written notification of Out-of-School Suspension will be considered the official notification of suspension for the purpose of the appeal deadline.
- b. The appeal conference normally shall be held within two (2) school days of the initial request for appeal.
- c. If the parent/guardian desires to appeal the decision of the Associate Principal, the following is the order in which appeals are to be made:
 - i. Principal
 - ii. Superintendent or Designee
 - iii. Board of Education, through its appointed Hearing Officer

Subsequent requests for appeal shall be made in writing within one (1) school day of the date of notification of the decision of the prior administrator. The appeal conference with school administration normally shall be held within two (2) school days of the request for appeal.

A request for appeal to the Board of Education shall be made in writing within two (2) school days of the notification of the decision of the Superintendent or Designee. The Board appointed Hearing Officer shall convene a hearing in a timely manner.

A student will continue to serve an Out-of-School Suspension during the appeal process. If the appeal reverses or amends the Out-of-School Suspension, appropriate information will be expunged from the student's discipline record.

Please see [Board policy 7.200](#), *Suspension Procedures*.

Expulsion Procedures

Occasionally it is deemed a particular act of misconduct, or series of such acts, warrants a term of removal from school beyond the typical length of time specified for an Out-of-School Suspension by the Discipline Code. An expulsion is any removal from school of a student by the Board of Education for severe gross disobedience or misconduct. An expulsion is considered a complete removal from school, during which issues of making up work, etc. are not under consideration. Certain discipline infractions may require immediate consideration of an expulsion (e.g., bringing a weapon to school). Only the Board of Education may expel a student from school. Based on the nature of the student disobedience/misconduct, the duration of an expulsion may last through the end of the current semester and up to a maximum of two calendar years.

1. Expulsion Hearing: The Hearing is chaired by a Board appointed Hearing Officer who is typically not a school district administrator. At the Hearing the school administration presents information and witnesses about the incident and why expulsion is being recommended. The student and his/her parents/guardians have an opportunity to present information and witnesses to explain the incident. The student and family have the right to be represented by an attorney if they so desire.
2. Hearing Officer Report: Following the Hearing, the Hearing Officer writes a report objectively summarizing the information presented by both the District and the student/family. The report includes all significant information and documents presented by both sides at the Hearing. It is not the role of the Hearing Officer to offer an opinion on the appropriateness of the expulsion, but rather to objectively report the information and positions presented by both the administration and the student/family.
3. Board of Education Review and Deliberation: The Board of Education uses the Hearing Officer's Report to determine two questions. First, is the student guilty of the Discipline Code infraction? Second, if the student is guilty, what should be the consequences? The Board deliberates in Closed Session.
4. Board of Education Action: In Open Session, the Board of Education takes action on the Recommendation for Expulsion. The motion for action uses a student number, rather than a name, to identify the student on whom the Board is taking action.

Please see [Board policy 7.210](#), *Expulsion Procedures*.

Transfer Students on Suspension or Expulsion

Please see [Board policy 7.50](#), *School Admissions and Student Transfers To and From Non-District Schools*.

Section 10 Discipline Code

Please see [Board policy 7.190, Student Behavior](#).

Category A Offenses

The following acts involving gross disobedience or misconduct and their penalties are a guideline to be used in most cases. However, depending upon the seriousness and frequency of the offense, the penalty may be less or more severe. Any misconduct that violates a Village Ordinance or State law may result in a citation and/or arrest. Students involved in repeated acts of misconduct or gross disobedience or certain acts of misconduct would be referred by the school Principal to the Superintendent with a recommendation for an Expulsion Hearing before the Board of Education or its designated Hearing Officer.

| Offense | Disciplinary Action |
|--|---|
| 1. Entering or loitering in an unauthorized area, including after school. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. Repeated violations could result in an arrest for trespassing and the issuance of a Village Ordinance ticket. |
| 2. Inappropriate/excessive display of affection. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 3. Failure to be in possession of proper authorization when in halls, lavatories or other non-classroom areas during class time. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 4. Failure to produce a Student ID card upon request, or misuse of an ID card. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 5. Using profanity or vulgar and/or abusive language or gestures. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 6. Gambling in any form, including cards, coins, dice, etc. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |

| | | |
|-----|--|---|
| 7. | Distributing literature or other items at a time, place or manner not approved by the school administration. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 8. | Unauthorized use of I-Pods, MP3 players, cameras, games, laser pens/pointers and other electronic equipment. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 9. | Breach of attendance regulations, including the failure to clear unexcused absences. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s) or Saturday detention. |
| 10. | Acts disruptive to the educational process including disorderly conduct and/or dangerous horseplay. | Depending on the seriousness of the action, detention(s), Saturday detention, suspension may be assigned. Police consequences and/or arrest may occur. |
| 11. | Violation of traffic or parking regulations. | Depending on the circumstance, a warning, Saturday detention, suspension, loss of parking privileges, parking tickets, and/ or towing, may result. |
| 12. | Failure to serve a detention. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 13. | Soliciting funds without authorization. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 14. | Leaving the campus without permission prior to the end of the student's school day. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, suspension. Village Truancy Ordinance citation may result. |
| 15. | Throwing projectiles such as food, snowballs, or other potentially harmful objects. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 16. | Defacing, damaging, or misusing the school's or another person's property, including misuse of AEDs (Automated External Defibrillators). | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |

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| 17. | Misusing, forging, altering or being in possession of an altered school document (including passes). | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 18. | Possession of lighter and matches. | Confiscation. Depending on frequency; detention or suspension may result. |
| 19. | Lying or trying to deceive school personnel. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 20. | Insubordination, refusal to comply with a reasonable request, or disrespect towards authorized school personnel when a reasonable request is made. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |
| 21. | Driving to or from the Technology Center of DuPage (TCD) or other school-sponsored programs without authorization. (This includes passengers as well as drivers.) | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, suspension, possible drop from TCD. |
| 22. | Excessive tardies. | <p>Consequences may be assigned according to the following schedule:</p> <ul style="list-style-type: none"> ● Tardy #10-14 = 1 hour detention at each occurrence ● Tardy #15-19 = 2 hours detention at each occurrence ● Tardy #20+ = 4 hour detention at each occurrence <p>If a student accumulates 5 or more tardies to any single period, a Dean intervention may occur.</p> |
| 23. | OPEN | |
| 24. | Misuse of technology. | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: staff/parent/guardian conference, loss of privileges (subsequent academic penalty for classes associated with the use of the computer), confiscation of inappropriate item(s), restitution for damaged items, detentions), Saturday detention, or suspension.</p> <p>Possible recommendation for expulsion from school.</p> |

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| <p>25. Possession/distribution/use of over-the-counter drugs or nutritional or herbal supplements, or possession/use of medication prescribed to the student outside of the Nurse's Office.</p> <p>All prescription or non-prescription drugs or nutritional supplements used in school must be taken under the supervision of the school nurse in the nurse's office. Prescription drugs must also be accompanied by a doctor's order. Unique circumstances or specialized needs must be discussed and approved by the school nurse. Per state regulation, asthma medication may be carried by students throughout the school day with appropriate permission and authorization by the parent/guardian, physician and school nurse.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: warning, detention(s), Saturday detention, or suspension.</p> |
| <p>26. Being an accessory to, supporter of, having knowledge of, or obstructing the investigation of another student engaged in a Handbook violation, without informing school officials.</p> | <p>Depending upon the seriousness of the action, detention(s) or suspension may be assigned. Expulsion may be recommended.</p> |
| <p>27. Academic dishonesty.</p> <p>Examples of plagiarism/cheating include, but are not limited to:</p> <ul style="list-style-type: none"> ● Using unauthorized materials: calculator, notes, cheat sheet, etc. ● Copying answers from another student's test/helping another student copy your answers during a test/quiz. ● Sharing/using information given by another student about the content of an upcoming test/quiz. ● Working cooperatively without permission to do so. ● Turning in another person's work as one's own. ● Using copies of tests or answer keys. | <p>Cheating on a Formative Assessment (i.e. homework, daily work, exit slips, warm ups):</p> <p><u>Academic & Disciplinary Consequences:</u></p> <p>1st Offense within a specific course:</p> <ul style="list-style-type: none"> ● Z4 grade with opportunity to recover full credit of the final grade earned. ● Teacher contacts the parent/guardian. ● Teacher holds a conference with the student. <p>2nd Offense and subsequent offenses within a specific course:</p> <ul style="list-style-type: none"> ● Second time and moving forward: Z4 grade with no opportunity to recover credit. ● Teacher contacts the parent/guardian. ● Teacher notifies the department chair. ● Notification to dean and counselor. |

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| <ul style="list-style-type: none"> ● Presenting materials taken from a source as one’s ideas, thinking, or writing without citing the source. ● Changing grades in a gradebook or altering an electronic grading program. ● Using an electronic device to reproduce/transmit information that could be used to cheat. ● Resubmitting previous work from a different class without the teacher's permission to do so. ● Using unauthorized sources including electronic translators, software, apps, etc. | <ul style="list-style-type: none"> ● Consideration of referral to dean for repeated misconduct. <p>Cheating on a Summative Assessment (i.e. project, final exam, paper, chapter test):</p> <p><u>Academic & Disciplinary Consequences:</u></p> <p>1st Offense within the current academic year:</p> <ul style="list-style-type: none"> ● Z4 grade with opportunity to recover full credit of the final grade earned. ● Teacher contacts the parent/guardian. ● Teacher holds a conference with the student. ● Teacher submits a referral to the dean. ● Dean conferences with the student and records in the discipline file. <p>2nd Offense and subsequent offenses within the current academic year:</p> <ul style="list-style-type: none"> ● Z4 grade with no opportunity to recover credit. ● Teacher contacts the parent/guardian. ● Teacher notifies the department chair. ● Teacher submits a referral to the dean. ● Dean meets with the student and assigns appropriate restorative consequences (including, but not limited to, social probation, assignment of restorative lesson or research project, detention, Saturday detention, in-school intervention program). ● Recorded in discipline file. |
| <p>28. Dress Code violation.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension.</p> |
| <p>29. Possession/display/sharing of pornographic material in print or digital formats.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension.</p> |
| <p>30. Unauthorized use or display of pagers or personal electronic devices (cell phones, earbuds, etc...) on school grounds. times.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention or suspension.</p> |
| <p>31. Invasion of privacy.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may</p> |

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| <p>Using a cell phone, or any other electronic device capable of taking and/or transmitting digital images or video of an individual without his or her consent anywhere on school premises or any other location during a school-related activity can be considered an invasion of privacy.</p> | <p>be assigned: detention(s) Saturday detention, suspension, or police consequences/arrest. A possible recommendation for expulsion from school.</p> <p>The cell phone or any other electronic device may be confiscated by school officials, and returned to the student or parent/ guardian at an appropriate time.</p> |
| <p>32. Failure to serve Saturday detention.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: suspension and reschedule of Saturday detention.</p> |
| <p>33. Violation of school rules while riding school transportation.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, bus suspension, suspension from school, police consequences/arrest, and possible recommendation for expulsion from school.</p> |
| <p>34. Littering or failure to properly dispose of trash, including in the cafeteria or hallways.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension may be assigned.</p> |
| <p>35. Violation of Good Conduct as defined by the General Expectations for Student Behavior. (See Section 8, General Building Conduct.)</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension.</p> |

Category B Offenses

The following acts involving gross disobedience or misconduct and their penalties are a guideline to be used in most cases. However, depending upon the seriousness and frequency of the offense, the penalty may be less or more severe and could result in an In-School Intervention or Out-of-School Suspension. Any misconduct that violates a Village Ordinance or State law may result in a citation and/or police referral. Students involved in repeated acts of gross disobedience or misconduct may be placed on a probationary contract with the school or be referred by the school Principal to the Superintendent with a recommendation for an Expulsion Hearing before the Board of Education or its designated Hearing Officer.

When suspension is listed as a possible disciplinary action, it can be either an In-School Intervention or Out-of-School Suspension.

| Offense | Disciplinary Action |
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| 1. Failure to provide a completed physical examination, proper immunization information as required by the state. | In compliance with the Illinois School Code, the student will be excluded from school until documents are produced. (105 ILCS 5/27-8.1(5)). |
| 2. Possession AND/OR use of tobacco, electronic cigarettes, and/or vapor juice/juul juice. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, social probation, in school intervention or suspension. Reduction Program may be offered. In addition, a Village Ordinance fine may be issued. |
| 3. Voyeurism/exhibitionism/sexual contact. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, or suspension. suspension. Police consequences/arrest are also possible. Expulsion may also be recommended. |
| 4. Using slurs, such as a racial, ethnic, religious, sexual, sexual orientation, or other discriminatory nature. | Depending on the seriousness of and/or frequency, one or more of the following may be assigned: detention, Saturday detention, or suspension. |
| 5. Fighting. 5A. Fighting-violence without physical injury. 5B. Fighting-violence with physical injury. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: in school intervention or suspension. Police consequences/arrest are also possible. Expulsion may also be recommended. |
| 6. Possessing or using incendiaries (firecrackers, etc.). | Depending on the seriousness and/or frequency, one or more of the following may |

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| | be assigned: detention, Saturday detention, or suspension. Police consequences/arrest are also possible. Expulsion may also be recommended. |
| 7. Possession or using an immobilizing chemical (mace, pepper spray, stink bombs, etc.). | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, or suspension. Police consequences/arrest are also possible. Expulsion may also be recommended. |
| 8. Communicating verbally or non-verbally, in affiliation with an unauthorized club, cult or gang (i.e. wearing, possessing, using, distributing, and displaying any clothing, symbol, sign or other item which is evidence of membership in or affiliation with a gang). | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Police consequences/arrest are also possible. Expulsion, depending upon circumstance, may also be recommended. |
| 9. Assault/battery, reckless conduct or mob action involving another student. Assault: Verbal threat or physical movement to commit battery. This could also be an implied or expressed threat to or through other student(s) to commit battery or making reference to weapons either verbally or through the use of electronic communication. Battery: Physical contact of an insulting, harmful, or provoking nature. Mob Action: Aggressive action toward other(s) taken by a group. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Police consequences/arrest are also possible. Expulsion may also be recommended. |
| 9A. Battery against another student without physical injury. | |
| 9B. Battery against another student with physical injury. | |
| 9C. Assault: An implied or expressed threat to or through other student(s) to commit battery or make reference to weapons either verbally or through the use of electronic communication. | |

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| <p>10. Breaking, entering, taking, attempting to take, being in possession, or being an accessory to possession of another person's or school's stolen, lost, or mislaid property without his/her permission. This includes unauthorized access to electronically stored data and information.</p> <p>10A. Breaking or entering.</p> <p>10B. Value is greater than or equal to \$500.00.</p> <p>10C. Value is less than \$500.00.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Police consequences/arrest are also possible. Expulsion may also be recommended.</p> |
| <p>11. Possession, use of, being under the influence of any illegal or controlled substance including alcohol, unlawful drugs, prescription drugs, over-the-counter medications, <i>look-alike</i> drugs, products derived from illegal or controlled substances, or any other substance not prescribed for the student and intended to be used, or used, to achieve a high or altered mental state. (See Section V:Definitions – <i>definition in policy</i>)</p> <p>All prescription or non-prescription drugs or nutritional supplements used in school must be taken under the supervision of the school nurse in the nurse's office. Prescription drugs must also be accompanied by a doctor's order. Unique circumstances or specialized needs must be discussed and approved by the school nurse. Per state regulation, asthma medication may be carried by students throughout the school day with appropriate permission and authorization by the parent/guardian, physician and school nurse.</p> <p>11A. Possession or under the influence of alcohol.</p> <p>11B. Possession of drug paraphernalia.</p> | <p>May result in up to a 10-day suspension, referral to Student Assistance Program Coordinator, police consequences and/or arrest. Expulsion may also be recommended. A reduction in the suspension to 5 days may be offered on the first offense if, at personal expense, the student participates in a substance abuse assessment and follows through within 10 days of the offense and begins the recommendation for treatment and/or educational program at a district approved facility within two months. A subsequent offense at any point in a student's high school career may result in a suspension of 10 school days, police consequence, arrest, and/or a possible recommendation for expulsion.</p> |

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| <p>12. Sale, delivery, distribution (or attempt thereof) to other students or persons, prescription drugs, unlawful drugs, controlled substances, <i>look-alike</i> drugs, over-the-counter medications, products derived from illegal or controlled substances, or any other substance intended to be used, or used, to achieve a “high” or altered mental state.</p> <p>12A. Sale, delivery, distribution (or attempt thereof) of alcohol to students or other persons.</p> | <p>May result in a 10-day out-of-school suspension, police consequences, and/or arrest. Expulsion may also be recommended.</p> |
| <p>13. Extortion.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Police consequences/arrest are also possible. Expulsion may also be recommended.</p> |
| <p>14. Activating a fire alarm without evidence of a fire, falsely reporting a bomb or activating a police alarm without evidence of imminent danger.</p> | <p>Suspension, police consequences, or arrest may be assigned. Expulsion may also be recommended.</p> |
| <p>15. Arson.</p> | <p>10-day suspension, police consequences, or arrest may be assigned. Expulsion may also be recommended.</p> |
| <p>16. Possession or use of a weapon. This includes bringing, use, control or transfer of any object which may be used to cause bodily harm, <i>look-alike</i> weapons and any other device defined by law as a weapon.</p> <p>Weapons include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Guns, knives, box-cutters, explosive devices, ammunition, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon. 2. Items such as baseball bats, pipes, bottles, locks, sticks, compasses and pens if used, or attempted or | <p>10-day suspension, police consequences, or arrest may be assigned. Expulsion may also be recommended.</p> |

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| <p>threatened to be used, to cause bodily harm.</p> <p>3. <i>Look-alike</i> weapons. Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free School Act and the related provisions of the Illinois School Code.</p> <p>16A. Dangerous weapon-firearm handgun. 16B. Dangerous weapon-firearm shotgun. 16C. Dangerous weapon-firearm rifle. 16D. Dangerous weapon-firearm multiple. 16E. Dangerous weapon-firearm other. 16F. Dangerous weapon-other.</p> | |
| <p>17. Assault/battery, reckless conduct or mob action against a staff member or other adult.</p> <p>Assault: Implied or expressed threat to or about any staff member or other adult to commit battery.</p> <p>Battery: Physical contact of an insulting or provoking nature.</p> <p>Mob Action: Aggressive action toward other(s) taken by a group.</p> <p>17A. Battery against a staff member without physical injury. 17B. Battery against a staff member with physical injury. 17C. Assault: An implied or expressed threat to or about any staff member or other adult to commit battery.</p> | <p>10-day suspension, police consequences, or arrest may be assigned. Expulsion may also be recommended.</p> |
| <p>18. Harassment, discrimination, bullying or retaliation.</p> <p>18A. Sexual harassment. 18AC. Cyber sexual harassment. 18B. Discrimination or harassment on the basis of race, color, or national origin. 18BC. Cyber discrimination or harassment on</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Police consequences or arrest are also possible. Expulsion may also be recommended.</p> |

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| <p>the basis of race, color, or national origin.</p> <p>18C. Discrimination or harassment on the basis of sex or gender identity.</p> <p>18CC. Cyber discrimination or harassment on the basis of sex or gender identity.</p> <p>18D. Discrimination or harassment on the basis of religion.</p> <p>18DC. Cyber discrimination or harassment on the basis of religion.</p> <p>18E. Discrimination or harassment on the basis of disability.</p> <p>18EC. Cyber discrimination or harassment on the basis of disability.</p> <p>18F. Retaliation.</p> <p>18FC. Cyber retaliation.</p> | |
| <p>19. Terrorist activity and threats: Any act, threat, hoax, or prank, written or verbal, of a terrorist nature, especially involving weapons, explosives, biological agents or other dangerous materials or <i>look-alikes</i> of such agents.</p> | <p>May result in a 4-10 days suspension. Police consequences or arrest are also possible. Expulsion may also be recommended.</p> |
| <p>20. Obscene or abusive language or gestures designed to offend or abuse a staff member.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Police consequences or arrest are also possible. Expulsion may also be recommended.</p> |
| <p>21. Verbally or physically provoking a fight, involvement in a fight or not dispersing from a fight when directed to do so.</p> <p>21A. Involvement in a fight without physical injury.</p> <p>21B. Involvement in a fight with physical injury.</p> <p>21C. Provoking a fight or not dispersing from a fight when directed to do so.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Police consequences or arrest are also possible. Expulsion may also be recommended.</p> |
| <p>22. Trespassing.</p> | <p>Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Possible police consequences/arrest.</p> |

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| | Expulsion may also be recommended. |
| 23. Repeated acts of disobedience, misconduct, or gross insubordination. | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention, Saturday detention, in school intervention, or suspension. Possible police consequences or arrest. Expulsion may also be recommended. |
| 35. Violation of Good Conduct as defined by the General Expectations for Student Behavior. (See <i>Section 8</i> , General Building Conduct.) | Depending on the seriousness and/or frequency, one or more of the following may be assigned: detention(s), Saturday detention, or suspension. |

Section 11

Chromebooks, Internet, Technology and Publications

As part of the online registration process, the following is agreed to:

“By signing below, the student and his/her parent/guardian agree that they have read and understood the District 99 Acceptable Use Policy and Student/Parent Handbook, that they agree to follow and be bound by the guidelines above as well as all other applicable District policies and procedures. The student and his/her parent/guardian agree that the District owns the Chromebook, management software and peripherals and that if the student ceases to be enrolled in District 99 for any reason, the Chromebook and issued peripherals must be returned to the District in good working order or full replacement cost will be charged to the student and his/her parent/guardian.”

Chromebooks

Please [click here](#) to access the Chromebook Agreement.

Guidelines for Student Distribution of Non-School Publications and Guidelines for School-Sponsored Publications

No written or printed matter may be distributed in the school building or on the school grounds without prior consultation with the Associate Principal of Student Activities, who may designate time, place, manner and conditions of such distribution.

All posters and banners must be approved by the Student Activities Office and stamped before they are displayed. All non-school advertisements must be approved by the Student Activities Office and stamped before they are displayed. Only one copy may be displayed on the community board in the student cafeteria.

Please see [Board policy 7.315](#), *Restrictions on Publications; High Schools*.

Internet Acceptable Use

All use of the electronic network shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The following does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. ***The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action.***

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Building Principal will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this Administrative Regulation.

Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with email or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Administrative Regulation, and otherwise follow this Administrative Regulation. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Administrative Regulation. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

Disciplinary Action

Violations of these guidelines and/or District policy will be dealt with seriously. Consequences may include but are not limited to the loss of access to technology, suspension or expulsion from school for students, and discipline up to and including

dismissal for employees. Users are subject to additional consequences as spelled out in the District's policies and regulations, including those governing technology, student behavior and employee discipline. Illegal activities involving technology will result in referral to District and law enforcement authorities.

Minimum Action:

- Staff/user conference or reprimand.

Additional Actions as Deemed Appropriate:

- Staff/parent/guardian contact for student misuse.
- Loss of access to specific technology and/or designated area for a minimum of three days and up to two weeks. Multiple infractions or egregious misuse may result in extended loss of privileges.
- Confiscation of inappropriate item(s).
- Restitution/restoration.
- Administrative and/or Board of Education action, including serious consequences such as suspension, expulsion (students), or termination (employees).
- Repeated violations may warrant permanent loss of use privileges.
- Disciplinary actions for employees found in violation of these guidelines will be determined by building and district administration.

Please see [Board policy 6.235](#), *Access to Electronic Networks*.

Please see [Board policy 6.236](#), *Websites and Social Media*.

Section 12

Extracurricular Activities and Athletics

The District 99 Athletic/Activities Handbook can be found [here](#).

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|-------------|----------------------------|----------------------------|
| Activities: | North High | South High |
| Athletics: | North High | South High |

Please see [Board policy 6.190](#), *Extracurricular and Co-Curricular Activities*.

Please see [Board policy 7.240](#), *Conduct Code for Participants in Extracurricular Activities*.

Please see the [Illinois High School Association \(IHSA\) Athletic Eligibility Rules](#).

For information on PE Exemptions and procedures, please see the [District Curriculum page](#).

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as in high school or not over the age of 20.

All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Please see [Board policy 6.190](#), *Extracurricular and Co-Curricular Activities*.

Student Athlete Concussions and Head Injuries

Please see [Board policy 7.305](#), *Student Athlete Concussions and Head Injuries*.

Section 13

Special Education

Accommodating Individuals with Disabilities

Please see [Board policy 8.70](#), *Accommodating Individuals with Disabilities*.

Education of Children with Disabilities

Please see [Board policy 6.120](#), *Education of Children with Disabilities*.

Please see the [Illinois State Board of Education \(ISBE\)](#) website for the “Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities” and other Special Education forms and notices.

Discipline of Students with Disabilities

Students who are eligible for special education services (have IEPs) or who have Section 504 Accommodation Plans are generally expected to comply with the Discipline Code but may also be subject to unique consideration of disciplinary action based on their disability and the relationship of that disability to the infraction. These actions are governed by the Illinois School Code, the Illinois Administrative Regulations for Special Education, and federal legislation and regulations pertaining to the Individuals with Disabilities Education Act (IDEA), as well as all regulations pertaining to Section 504 of the Rehabilitation Act of 1973.

Please see [Board policy 7.230](#), *Misconduct by Students with Disabilities*.

Exemption from PE Requirement

Please see [Board policy 7.260](#), *Exemption from Physical Education*.

Certificate of High School Completion

Please see [Board policy 6.300](#), *Graduation Requirements*.

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child.

Notification of Related Service Log Requirement (Public Act 101-0515)

All annual related service logs for an individual student will be available upon request of parent/guardian or at the student’s IEP meeting. Please contact the Special Service department for further information.

Prioritization of Urgency of Need Services (PUNS)

PUNS is a database that registers individuals who want or need Developmental Disability Waiver services (i.e. Community Integrated Living Arrangements, Home Based Supports, Child Group Homes) funded by the Illinois Department of Human Services/Division of Developmental Disabilities. As funding is available, individuals are selected from PUNS and invited to apply for DD Waiver services. (Illinois Department of Human Services 2024)

Parents or Guardians should contact the Illinois Department of Human Services with any questions. District 99 also encourages families to register their students on the PUNS database. Please note that registration is an annual process.

Lisa Bollow, Director of Special Services, has been trained in the PUNS process.

Please see [Board policy 5.100](#), *Staff Development Program*.

Special Education Eligibility

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Questions about identification, assessment, and placement of students should be directed to:

Jorie Burtnette, North Special Service Chair (630-795-8400)

Alyssa Gunderson, South Special Service Chair (630-795-8500)

Lisa Bollow, Director of Special Services (630-795-7100)

Scott Wuggazer, Assistant Superintendent (630-795-7100)

Please visit the Counseling and Student Support Services (CSSS) webpage for questions regarding Section 504 of the federal Rehabilitation Act of 1973.

[North High CSSS Webpage](#)

[South High CSSS Webpage](#)

Section 14

Student Records and Privacy

Directory Information Release Notice

The following information is part of the online registration process:

"In an effort to share school-related information with our community, District 99 may release or publish information regarding our students and their accomplishments to the general public. This information may include appropriately releasing 'directory' information, which we define as: name, address, gender, grade level, birth date and place, parents/guardians names and addresses, electronic mail addresses and telephone numbers, academic awards, degrees, honors, recognition, and information related to school-sponsored activities, organizations and athletics. District 99 may also release or publish students' voices, images, works, photographs or audio or video recordings in District publications, non-District publications, and the website.

- *"If you do provide us with permission, **you do not need to take an action.***
- *"If you **do not allow** District 99 to release the above information, your student will not be featured in publicity about the achievements or activities of students or the school, including the honor roll. (NOTE: District 99 reserves the right to release or publish photos or videos where your student appears in the background, or in extracurricular activities that appear in public.) **To deny permission, you must complete the online 'Denial of Permission' form located at bit.ly/Release-99.**"*

Armed Forces Release Notice

"District 99 may release your student's name, address, or telephone number to recruiters from the armed forces.

- *"If you do provide us with permission, **you do not need to take an action.***
- *"If you **do not allow** District 99 to release the above information to recruiters from the armed forces, **you must complete the online 'Denial of Permission' form located at bit.ly/Release-99.**"*

Higher Education Release Notice

"District 99 may release your student's name, address, or telephone number to recruiters from institutions of higher education.

- *"If you do provide us with permission, **you do not need to take an action.***
- *"If you **do not allow** District 99 to release the above information to recruiters from institutions of higher education, **you must complete the online "Denial of Permission" form located at bit.ly/Release-99.**"*

Student Biometric Information

Please see [Board policy 7.340](#), *Student Records*.

Student Privacy Protections

Please see [Board policy 7.15](#), *Student and Family Privacy Rights*.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include

scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

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

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- 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
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

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

- 8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

Section 15

Parent/Guardian Rights and Required Notifications

Employee Ethics; Conduct; and Conflict of Interest

Please see [Board policy 5.120](#), *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.

English Learners

For questions related to this program or to express input in the school's English Learners program, contact the Associate Superintendent for Student Learning at 630-795-7100.

Please see [Board policy 6.160](#), *English Learners*.

Family Life and Sex Education Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 9-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 9-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any District sex education class or course.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Please see [Board policy 6.140](#), *Education of Homeless Children*.

Please see our [website](#) and/or contact our Homeless Liaisons for questions and/or support:

Ms. Sara Courington – South High School (630-795-8500)

Dr. Erin Ludwick – North High School (630-795-8400)

Mr. Scott Wuggazer – Administrative Service Center(630-795-7100)

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS).

The DCFS liaison is the Assistant Superintendent for Student Services, Mr. Scott Wuggazer (630-795-7100).

Please see [Board policy 5.90](#), *Abused and Neglected Child Reporting*.

Pesticide Application Notice

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Assistant Superintendent for Learning Resources at 630-795-7100.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Please see [Board policy 4.160](#), *Environmental Quality of Buildings and Grounds*.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as teacher conferences. Letters verifying participation in this program are available from the school office upon request.

School Wellness

Please see [Board policy 6.50](#), *School Wellness*.

Seal of Biliteracy

Information on the D99 Seal of Biliteracy Program can be found in the Academic Planning Guide located [here](#).

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal’s office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Standardized Testing

District 99 will administer standardized tests as required and/or allowed by the Illinois State Board of Education (ISBE).

Please see [Board policy 6.340](#), *Student Testing and Assessment Program*.

Information on Assessments administered in District 99 can be found [here](#).

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parent/guardian access to information and administration of certain physical examinations to students. Copies of these policies are available on the [District’s website](#).

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Please see [Board policy 4.170](#), *Safety*.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: isp.illinois.gov/Sor/Disclaimer.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: isp.illinois.gov/MVOAY/Disclaimer.

Parent/Guardian Notices Required by Every Student Succeeds Act (ESSA)

- I. **Teacher Qualifications**
A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student’s classroom teachers, including, at a minimum, whether:
 - A. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - B. The teacher is teaching under emergency or other provisional status.
 - C. The teacher is teaching in the field of discipline of the certification of the teacher.
 - D. Paraprofessionals provide services to the student and, if so, their qualifications.

- II. **Testing Transparency**
The State and District requires students to take certain standardized tests. For additional information, see handbook procedure above. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

- III. **Annual Report Card**
Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s [website](#).

- IV. **Parent & Family Engagement Compact**
Please see [Board policy 6.170, Title I Programs](#).

- V. **Unsafe School Choice Option**
The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure above.

- VI. **Student Privacy**
Students have certain privacy protections under federal law. For additional information, see handbook procedure above.

- VII. **English Learners**
The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure above.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure above.

For further information on any of the above matters, please contact the District office at (630-795-7100).



**Student/Parent Handbook
Addendum**

**Revised August 4, 2021
Board Approved August 16, 2021**

Please note:

- This document, and any documents linked to this document, may be amended during the year without notice.
- Links in this document take the reader to the webpage where the information can be found.

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

Please do not hesitate to contact school or District officials if you have any concerns regarding your child's education, health or safety.

[Section 1: Health and Safety Procedures](#)

[Section 2: Discipline Code](#)

Section 1

Health and Safety Procedures

1. Families will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
 - a. Students must wear personal protective equipment (PPE) while in the building and on school transportation and in any other areas determined by the district administration. PPE includes, but is not limited to, face masks (masks with valves are not allowed). Masks must be worn consistent with the [IDPH recommendations](#). Per the CDC, cloth masks must be multilayered and designed to fit around the face.
 - b. Students must visibly display their student ID on the front of their person at all times.
 - c. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
2. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
3. Students who are eligible under IDEA, Section 504, or who have other qualifying health conditions will receive the services and accommodations needed to access instruction. School personnel will work closely with vulnerable student populations to minimize the impact of any educational disruption.
 - a. Questions regarding services for students with accommodations documented in a 504 Plan may be directed to the following individuals:
 - i. North High 504 Coordinator - Stefanie Andrews
 - ii. South High 504 Coordinator - Kristin Bormann
 - b. Questions regarding individualized supports for students eligible for services under the Individuals with Disabilities in Education Act may be directed to the following individuals:
 - i. North High Special Services Department Chair - Jorie Burtnette
 - ii. North High Associate Principal for Student Support Services - Erin Ludwick
 - iii. South High Special Services Department Chair - Alyssa Gunderson
 - iv. South High Associate Principal for Student Support Services - Sara Courington
 - v. Director of Special Education - Lisa Bollow (T99 and outplacement)
 - vi. District 99 Assistant Superintendent for Student Services - Scott Wuggazer
4. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
5. In accordance with school district or state mandates, the school may need to conduct a daily COVID-19 symptom check of students. Families will be notified of the exact assessment procedures if this becomes necessary.
6. Parents/guardians must not send their student to school if their child exhibits any symptoms consistent with the pandemic or other health emergency. If a student exhibits any symptoms consistent with the pandemic while at school, the student will be isolated with adult supervision from others until a parent/guardian can pick the student up from school.

7. School procedures may be adapted to comply with recommendations of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education. This could include, but is not limited to bathroom, hallway, hand sanitization, desk cleaning, locker accessibility, and social distancing guidelines.

Section 2

Discipline Code

1. Students must wear personal protective equipment (PPE) while in the building and on school transportation or in other areas as determined by the administration. PPE includes, but is not limited to, face masks (masks with valves are not allowed). Per the CDC, cloth masks must be multilayered and designed to fit around the face.
 - a. On the first offense, students not wearing PPE will be reminded of the expectation to do so and asked to comply. Parents/guardians will be contacted to help encourage compliance.
 - b. On subsequent offenses, students will be referred to the Dean of Students to address the behavior. Students who fail to comply with the expectation to wear PPE will be issued appropriate consequences.
2. Students must visibly display their student ID on the front of their person at all times.
 - a. On the first offense, students not displaying their student ID will be reminded of the expectation to do so and asked to comply. Parents/guardians will be contacted to help encourage compliance.
 - b. On subsequent offenses, students will be referred to the Dean of Students to address the behavior. Students who fail to comply with the expectation to display their student ID will be issued appropriate consequences.
3. Students must comply with the school procedures that have been adapted per recommendations of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education. Failure to do so may result in a disciplinary referral to the Dean of Students.

Section 16 Revisions

2019-2020

The following are substantive revisions since Board of Education approval of the Student/Parent Handbook on May 20, 2019. **Please note, the listed changes have been incorporated into the Handbook.**

| Date | Section # | Sub Heading(s) | Revision | Board of Education Approved |
|-------------|---|--|---|------------------------------------|
| 9/18/19 | 13 | Special Education Eligibility | Added Heading with content. | 10/21/19 |
| 9/18/19 | 1 | Equal Opportunity and Sex Equity Prevention of and Response to Bullying, Intimidation and Harassment Sexual Harassment and Teen Dating Violence Prohibited | Added Board policy 7.21 , <i>Notice of Non-Discrimination and Expectation of a Safe School Environment</i> | 10/21/19 |
| 10/23/19 | 10 | Category A Offenses | Changes to #18. | 10/21/19 |
| 10/23/19 | 10 | Category B Offenses | Changes to #2. | 10/21/19 |
| 5/28/20 | Please see list of Board approved changes - May 18 2020 . | | | 5/18/20 |

2020-2021

The following are substantive revisions since Board of Education approval of the Student/Parent Handbook on May 18, 2020. **Please note, the listed changes have been incorporated into the Handbook.**

| Date | Section # | Sub Heading(s) | Revision | Board of Education Approved |
|---------|---|---------------------|-----------------|-----------------------------|
| 8/4/20 | Addendum - New | | | 8/3/20 |
| 7/20/21 | Removal of Addendum Approved by the Board on 8/3/20 | | | 7/19/21 |
| 7/20/21 | 10 | Category A Offenses | Changes to #27. | 7/19/21 |

2021-2022

The following are substantive revisions since Board of Education approval of the Student/Parent Handbook on July 19, 2021. **Please note, the listed changes have been incorporated into the Handbook.**

| Date | Section # | Sub Heading(s) | Revision | Board of Education Approved |
|---------|--|----------------|----------|-----------------------------|
| 8/17/21 | Addendum - New | | | 8/16/21 |
| 6/21/22 | Please see list of Board Approved changes - June 20, 2022. | | | 06/20/22 |

2023-2024

The following are substantive revisions since Board of Education approval of the Student/Parent Handbook on June 20, 2022. **Please note, the listed changes have been incorporated into the Handbook.**

| Date | Section # | Sub Heading(s) | Revision | Board of Education Approved |
|---------|--|----------------|----------|-----------------------------|
| 7/18/23 | Please see list of Board Approved changes - July 17, 2023. | | | 07/17/23 |

2024-2025

There were no substantive revisions since Board of Education approval of the Student/Parent Handbook on July 17, 2023. The Board of Education re-approved the Handbook on June 17, 2024.

The following are substantive revisions since Board of Education approval of the Student/Parent Handbook on June 17, 2024. **Please note, the listed changes have been incorporated into the Handbook.**

| Date | Section # | Sub Heading(s) | Revision | Board of Education Approved |
|---------|-----------|--|--|-----------------------------|
| 8/6/24 | 2 | Excused Absences and Unexcused Absences | Board Approved changes - August 5, 2024. | 8/5/24 |
| 9/24/24 | 10 | Category A Offenses Category B Offenses | Board Approved changes - September 23, 2024. | 9/23/24 |