West Chicago Community High School
326 Joliet Street
West Chicago, IL 60185
Email: flopez@d94.org

DOCUMENTS REQUIRED FOR NEW STUDENT ENROLLMENT

The following documents are required to enroll a student NEW to the district:
PARENTS MUST OBTAIN 4, 5 AND 6 FROM THE PREVIOUS SCHOOL

1. Original birth certificate
2. Residency Verification: Latest Tax Bill, Mortgage contract, Lease agreement plus 2 forms of ID with Name and current address
3. Legal guardian's Driver's license and custody verification
4. **Unofficial transcript and withdrawal grades**
5. **Copy of immunization records and current IL physical**
6. **Illinois student transfer form (Illinois tranfers only)**
7. Copy of IEP (if applicable for Special Education, also can be obtained from previous school if you don't already have your own copy)
8. Copy of 504 Plan (if applicable for Special Education, also can be obtained from previous school if you don't already have your own copy)
9. Bilingual needs
10. Request for Records form (attached to this packet, please complete)
11. Student Demographic form (attached to this packet, please complete)
12. Home language survey
13. Parent & Student Agreement and Discipline Policy
14. Parent & Student Computer Internet Use Agreement and Policy
15. One-to-one Technology Program Agreement

Request for records (Solicitud de Archivos)
West Chicago Community High School

I hereby Consent to the release of the following information from the students school records of:

(Por este consentimiento doy autoridad de liberar archivos de la escuela de mi estudiante:)

_____ _____

Student's Name (Nombre del Estudiante) Date of Birth (Fecha de Nacimiento)

_____

Previous School Name (Nombre de Escuela Previa) Phone (Teléfono)

_____

Previos School Address (Dirección de Escuela Previa) Fax (Numero de Fax)

_____

City(Ciudad) State(Estado) Zip Code (Código Postal)

RECORDS TO BE RELEASED:

_____X__**Completed transcript, attendance records, and test scores**

____X___**All special education records including IEP and Psychological examination**

_____X___**Health records, including most recent Physical and Immunization**

____X___**ISBE Form (Illinois transfer form)**

_____X__**ELL Testing score (Testing Score if Student in ESL)**

_____X__ **504 Accommodation Plan** _____**Other**_____

Date (Fecha)_____ _____

Signature (Parent signature is required if the student is under 18)

Firma (Firma es requerida si el estudiante es menor de 18)

EMAIL A COPY OF RECORDS TO:
ATTN: Fanny Lopez
Phone:(630) 876-6310
Fax: (630) 876-6218
flopez@d94.org

EMAIL ESL RECORDS TO:
ATTN: Maria Escobedo
Phone:(630) 876-6389
Fax: (630) 876-6218
mescobedo@d94.org

SEND ALL OFFICIAL RECORDS TO:
dchristensen@d94.org
West Chicago Community High School , Registrar
326 Joliet Street
West Chicago, IL 60185

STUDENT DEMOGRAPHIC INFORMATION

This form must be completed to begin registration at Community High School

COMMUNITY HIGH SCHOOL DISTRICT #94

326 Joliet Street West Chicago, IL 60185

I.D. _____ STUDENT NAME: _____ SIS#: _____ GR: _____ GRDYR: _____

MAIN MAILING ADDRESS

Parents/Name on Mailbox: (Mr & Mrs) - (Mr) - (Mrs) - (Ms) _____

Street Address: _____ City: _____ State: _____ Zip: _____

NON-CUSTODIAL OR NON-RESIDENTIAL INFORMATION (Use only if mail is to be sent in addition to above address)

Non-Residential Name: _____ Relationship to Student: _____

Non-Residential Address: _____

Non-Residential Phone: _____ Non-Residential Cell Phone: _____ Non-Residential Email: _____

CONTACT INFORMATION

STUDENT

Home Phone: _____

Cell: _____

Email: _____

EMERGENCY

Name: _____

Cell: _____

Work: _____

DOCTOR

Name: _____

Phone: _____

FATHER

Name: _____

Cell: _____

Work: _____

Email: _____

MOTHER

Name: _____

Cell: _____

Work: _____

Email: _____

Maiden Name: _____

DEMOGRAPHIC INFORMATION

Birth Date: _____ Gender: _____

Birth Place (City, State, Country): _____

LAST SCHOOL	Hispanic/Latino	Primary Lang	Citizenship	Household Size	Annual Income
☐ Benjamin (#25)	☐ YES ☐ NO	☐ English	☐ US	☐ 1-2	☐ 0 - 49,302
☐ WCMS (#33)	Student Race	☐ Spanish	☐ Resident	☐ 3	☐ 49,303 - 59,477
☐ Winfield (#34)	☐ Hispanic	☐ Other_____	☐ Non-Resident	☐ 4	☐ 59,478 - 69,652
☐ St. John's Baptist (JB)	☐ Am Indian/Alaskan		☐ Dual	☐ 5	☐ 69,653 - 79,827
☐ Out of State (OS)	☐ Asian	Home Lang	☐ Other_____	☐ 6	☐ 79,828 - 90,002
☐ Other (OT)	☐ Afr Amer	☐ English	Guardianship	☐ 7	☐ 90,003 - 100,177
_____	☐ Ntv HI/Pac Islndr	☐ Spanish	☐ Parents	☐ 8	☐ 100,178 & Above
	☐ Caucasian	☐ Other_____	☐ Father	**Low Income Indicator:** Students may be eligible to receive free or reduced meal benefits or other services if annual income is at or below household size as indicated above.	
	☐ Multi		☐ Mother		
	☐ Mid East/N Afr		☐ Other_____		

Has a sibling already enrolled at WCCHS? ID# _____ Re-Entry: Year Previously Attended _____

1st Year in the US? ☐ YES ☐ NO US Arrival Date: _____

*Spanish Speakers will receive correspondence in Spanish.

*Student directory & images are released to the general public upon request. Unless a DO NOT RELEASE FORM has been filed with school.

Signature: _____

OFFICE USE ONLY

Counselor: _____ Dean/Social Worker: _____

Original Entry Date: _____ Enter Date: _____ Entrance Code (PCC): _____ FTE: _____

INFORMACIÓN DEL ESTUDIANTE

Esta forma debe de ser llenada para comenzar la matriculación en la preparatoria

COMMUNITY HIGH SCHOOL DISTRICT #94

326 Joliet Street West Chicago, IL 60185

I.D. _____ ESTUDIANTE NOMBRE: _____ SIS#: _____ GR: _____ GRDYR: _____

DIRECCIÓN PRINCIPAL

Nombre de los padres: (Sr & Sra) - (Sr) - (Sra) - (Srta) _____

Domicilio: _____ Ciudad: _____ Estado: _____ Codigo Postal: _____

SIN-CUSTODIA INFORMACIÓN(Use si la correspondencia se enviaría en adición de la direción de arriba)

Sin-Custodia Nombre: _____ Relación con el estudiante: _____

Sin-Custodia Domicilio: _____

Sin-Custodia Teléfono: _____ Teléfono celular/otro Número: _____ Sin-Custodia Email: _____

INFORMACIÓN DE CONTACTOS

ESTUDIANTE

Teléfono del Hogar: _____

Teléfono Celular: _____

Email: _____

EMERGENCIA

Nombre: _____

Teléfono Celular: _____

Teléfono del Trabajo: _____

MEDICO

Nombre: _____

Teléfono: _____

PADRE

Nombre: _____

Teléfono Celular: _____

Teléfono del Trabajo: _____

Email: _____

MADRE

Nombre: _____

Teléfono Celular: _____

Teléfono del Trabajo: _____

Email: _____

Nombre de soltera de la madre: _____

INFORMACIÓN DEMOGRÁFICA

Fecha de Nacimiento del Estudiante: _____ Sexo: _____

Ciudad de Nacimiento, Estado de Nacimiento, Pais de Nacimiento: _____

ESCUELA ACTUAL	Hispanic/Latino	Primario Lang	Ciudadania	Tamaño del Hogar	Ingreso Anual
☐ Benjamin (#25)	☐ YES ☐ NO	☐ Ingles	☐ US	☐ 1-2	☐ 0 - 49,302
☐ WCMS (#33)	Ethnicidad	☐ Español	☐ Residente	☐ 3	☐ 49,303 - 59,477
☐ Winfield (#34)	☐ Hispanic	☐ Otro_____	☐ No-Residente	☐ 4	☐ 59,478 - 69,652
☐ St. John's Baptist (JB)	☐ Am Indian/Alaskan		☐ Dual	☐ 5	☐ 69,653 - 79,827
☐ Out of State (OS)	☐ Asian	Hogar Lang	☐ Otro_____	☐ 6	☐ 79,828 - 90,002
☐ Otro (OT)	☐ Afr Amer	☐ Ingles	Clave de Tutela	☐ 7	☐ 90,003 - 100,177
_____	☐ Ntv HI/Pac Islndr	☐ Español	☐ Padres	☐ 8	☐ 100,178 & Above
	☐ Caucasian	☐ Otro_____	☐ Padre	**Indicador de bajos ingresos:** Los estudiantes pueden ser elegibles para recibir comidas gratis o el beneficio del precio reducido u otros servicios si el ingreso anual es igual o menor que el tamaño del hogar como se indica en la tabla a la derecha.	
	☐ Multi		☐ Madre		
	☐ Mid East/N Afr		☐ Otro_____		

Ya tiene a un hermano/a asistiendo en WCCHS? I.D.# _____ Re-Registro: Año Anterior de Asistencia _____

¿1er año en los EE.UU.? ☐ SI ☐ NO Fecha de Entrada a los EE.UU.: _____

*Los hispano hablantes recibiran la correspondencia en español.

*Directorio estudiantil e imagines se liberan al público en general por autorización. A MENOS que llene el formulario indicando lo opuesto.

Firma: _____

USO DE OFICINA

Consejero: _____ Decano/Trabajador Social: _____

Fecha Original de Entrada: _____ Fecha de Entrada: _____ Clave de Entrada (PCC): _____ FTE: _____

Student Demographic Codes

Code #	Ethnicity
11	Hispanic/Latino
12	American Indian/Alaskan Native
13	Asian
14	Black/ African American
15	Native Hawaiian/Pacific Islander
16	White/Caucasian
17	Multiracial

Code #	Guardianship code/Resides with relationship to student
02	Parents
03	Father
04	Mother
05	Custodian
06	Legal Guardian
07	Foster Care
09	Spouse
11	Emancipated Minor
12	Other
13	Independent

Code #	Home Language and Primary Language		
153	Albanian	027	Romanian
010	Arabic	035	Russian
026	Armenian	007	Serbian
073	Cambodian	164	Somali
021	Chinese	001	Spanish
000	English	022	Thai
031	Farsi	018	Ukraine
009	Filipino	033	Urdu
012	French	034	Vietnamese
002	Greek		
037	Guajarati		
014	Hindu		
003	Italian		
011	Japanese		
008	Korean		
121	Kurdish		
017	Lithuanian		
100	Mandingo		
077	Nepali		
053	Panjabi		
004	Polish		

West Chicago Community High School
District 94

Home Language Survey

The State requires the district to collect a Home language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to assess for English language proficiency. The Language survey is offered in 39 languages on this site http://www.isbe.net/bilingual/htmls/tbe_tpi.htm

Please answer the questions below.

Student's Name: _____

1. **Is a language other than English spoken in your home?**

Yes_____ No_____

What Language?_____

2. **Does your child speak a language other than English?**

Yes_____ No_____

What Language?_____

If the answer to either question is yes, the law requires the school to assess your child's English Language proficiency. After English testing and qualifications for services, the legal guardian may refuse ESL services by providing a signed dated letter to the school stating clearly the refusal ESL services

Parent/Legal Guardian Signature _____
Date_____

Encuesta del Idioma en el Hogar

El estado requiere que el distrito escolar recoja información en una Encuesta del Idioma que se Habla en el Hogar (Home Language Survey o HLS pos su siglas en inglés) para cada estudiante nuevo. Esta información se usa para contar a los estudiantes cuyas familias hablan en el hogar un idioma que no es el inglés. También ayudar a identificar a los estudiantes que se necesita ser evaluados para las fluideces en el idioma inglés.

Por favor, conteste las preguntas a continuación.

Nombre de estudiante_____

1. **¿Se habla en su casa otro idioma que no es el inglés?**

Si_____ No _____ **¿Qué idioma?_____**

2. **¿Habla su estudiante un idioma que no es el inglés?**

Si_____ No_____ **¿Qué idioma?_____**

Si la respuestas a cualquier de las preguntas es "Si", la ley requiere que la escuela evalué la fluidez de su estudiante en el idioma inglés. Después de la evaluación del inglés des estudiante, usted puede rechazar el programa bilingüe/ESL solo si provee una cara con la firma de padre/tutor legal que explica esto claramente.

Firma del Padre/Madre/Tutor Legal_____

Fecha _____

WEST CHICAGO COMMUNITY HIGH SCHOOL

Learning.Living.Leading.

Student Name:_____

Student ID:_____

Dear Parents / Guardians:

Community High School District 94 Student Discipline Policy is available at www.d94.org under Administration / Dean's Office or in the Student Tardiness, Prohibited Behavior, and a Disciplinary Action Continuum. The information provided serves as a guideline to balance consistency while taking into account individual circumstances when addressing student Discipline. It is important to review and discuss this policy with your son / daughter.

It is our legal obligation to provide students with this information each school year and receive confirmation upon your receipt. **Parents must sign and return the bottom of this letter** stating that they have read the Community High School Discipline Policy. Thanks for your cooperation. We look forward to a successful and enjoyable school year.

Sincerely,

Veronica Jimenez Winton
Director of the Dean's Office & Bilingual Education

I acknowledge that I have read the District 94 Comprehensive Attendance / Discipline Policy and my signature verifies my receipt of this policy.

_____ _____

PARENT / GUARDIAN SIGNATURE DATE

326 JOLIET STREET
WEST CHICAGO, IL
60185

PHONE (630) 876-6200
FAX (630) 876-6241

www.d94.org

CHS D94
Community High School District 94

CHS D94

Community High School District 94

STUDENT BEHAVIOR POLICY

326 Joliet Street
West Chicago, Illinois

COMPREHENSIVE ATTENDANCE POLICY

It is the expectation of Administration and staff of Community High School that every student will be punctual and present each class period of each day. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to be successful in specific classes and may be subject to a loss of graduation credits. As a result, it is extremely important that the parent(s)/guardian(s) assure(s) the student's academic growth and success by emphasizing the need for the student to be punctual and in attendance each day.

Excused Absences

According to Section 26-2a. of the *Illinois School Code*, the only legal reasons why a student may be absent from school are as follows:

- Illness
- Death in the immediate family
- Observation of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student
- Other situations beyond the control of the student as approved by the principal

Determination of whether or not an absence is excused is ultimately the right of the school.

Reporting Student Absences

In order for a full-day absence to be considered excused, the student's parent/guardian is required to make a telephone call to the Attendance Office before 10:00 a.m. on the day of the absence. **The number to call is 630-876-6336.** Voicemail is available to leave messages. The parent/guardian will be asked to provide the following information:

- Student Name
- Student ID Number
- Date of Absence
- Reason for Absence

Failure to call by 10:00a.m. will result in an unexcused designation and will stay as such if not rectified.

Late Arrival and Early Dismissal

The parent/guardian must call the attendance line at 630-876-6336 to report late arrivals, early dismissals, and appointments that will require the student to miss a portion of the day. If leaving a message you will be asked to provide the following information:

Schoolwork Missed Due to Absence

Regular school attendance is essential for academic success. The most common cause of academic failure is excessive absence. There is no substitute for attending class. To the extent possible, all schoolwork missed by a student due to absence with valid cause must be made up by the student. It is the responsibility of the student to make arrangements with his/her teacher(s) to make up work missed. On the first day a student returns to class after an absence or In-School Suspension s/he must contact his/her teacher(s) with respect to arrangements for making up work, and all assignments must be turned in within five school (5) days of returning to school. The Principal may extend the five school day deadline at his/her discretion. A student shall be afforded the opportunity to earn full credit for make-up work successfully completed within this timeframe. Any work not completed and turned in by this time will be given a zero with no additional chance of makeup. Excessive absences (whether excused or unexcused) may result in additional interventions. Please see the section below for more details.

School work missed due to unexcused absences or truancies cannot be made up. Students will receive a zero for all work missed for absences of this nature.

Excessive Absences

An excused absence attendance cap has been created to deal with students who are excessively absent. Any student who has accumulated seven (7) or more period absences from a course during one quarter will be considered excessively absent. Those students missing (7) or more class periods will receive an unexcused absence and will not be permitted to make-up any schoolwork, tests, or quizzes for the day(s) missed.

Total Absence in a Quarter	**Disciplinary Action**	**Support**
1st	Excused = None	
2nd	Excused = None	
3rd	Excused = None	
4th	Excused = None	Student Conference w/ Counselor (could include referral for student or family counseling and/or community services)
5th	Excused = None	
6th	Excused = None	Notification (unexcused)
7 and beyond	All absences without Verification will be considered unexcused	Student notified by teacher they may not make-up school work, tests, quizzes, etc.

Absences which count against the attendance cap and may result in violating the Excessive Absence Policy are:

- Illness not verified by doctor's excuse
- Truancies/Unexcused absences
- Pre-Arranged absences (Vacation)
- Early Dismissals /Late Arrivals not excused by doctor's excuse or court verification

Absences which will not count against the attendance cap are:

- Field Trips
- Academic Competitions
- Athletic Early Dismissals

- All Suspensions
- Religious Holidays
- Absences due to chronic/ and or serious illness verified by doctor's note
- Death in the family(with verification)
- Student with Counselor/Nurse/Dean
- Medical Appointments with verification
- Court proceedings with verification

Any absence of ten (10) consecutive days or more that is confirmed by medical certification is eligible for homebound services and will not count against the attendance cap.

In all other cases it is the student's responsibility to provide all necessary documentation within three days of an absence or the absence will count against the attendance cap regardless of excuse

Unexcused Absences

Unexcused absences are those absences which include, but are not limited to:

- Illnesses not called into the Attendance Office
- Oversleeping
- Missing the bus
- Vehicle failure
- Work
- Any absence after six (6) days per quarter not excused by doctor's note
- Pre-Arranged absences of greater than five (5) days (Only that portion greater than five (5) days)

Students will not be allowed make-up work for unexcused absences. The Principal or his/her designee shall have final discretion to determine whether or not an absence is considered unexcused. After the third unexcused absence a parent conference will be held to discuss the absences and to identify appropriate support services and make them available to students.

Students identified as truant or unexcused will not be allowed into class the day following the absence in question without a pass from the Deans' Office verifying they have seen the Dean or Deans' Specialist.

Truancies

According to section 26-2a.of the Illinois School Code a truant is defined as "a child who is absent without valid cause for a school day or any potion thereof".

Students who are truant will receive no credit (a zero) on all work missed. They will also face the following consequence

Any all-day truancy can result in a Suspension

Chronic Truancies

Any student who is truant (absent without valid cause) for 5% or more of the previous 180 days of regular attendance shall be deemed a chronic truant. Any student who is truant 20% or more of the previous 180 days may be dropped from school for the remainder of the semester if they are 17 years or older and resistant to the appropriate support services identified by the District. Students under the age of 17 may face expulsion or assignment to an alternative school if they are resistant to the appropriate support services identified by the District.

Tardiness

Promptness to class is expected. Students are to be in the classroom prior to the start of the period. Car problems, over- sleeping, etc. are not acceptable reasons for being tardy or absent. A phone call or written note will not excuse a student in these circumstances. Tardiness will be considered on a semester basis.

Teachers will not allow students into class without a pass from the tardy supervisor.

Tardy	Disciplinary	Support
1-4	Warning	Conference with Specialist
5	Tuesday/Wednesday School	Letter Home
6/7	Warning	Conference with Specialist
8	Tuesday/Wednesday School	Letter Home
9/10	Warning	Conference with Specialist
11	Tuesday/Wednesday School	Letter Home
12/13	Warning	Conference with Specialist
14	Suspension	Parent Conference
15	Loss of Extra-Curricular Attendance	Student/Specialist Conference
16+	Specialist/Dean Discretion	Varies

Student Use of Personal Electronic Devices

Students are permitted to possess electronic devices capable of receiving or sending telephonic communications, any form of data, or any form of message while on school property, on a school bus, or during school-sponsored activities or functions in accordance with the following standards:

- Students are permitted to use personal electronic devices during a student's lunch period or during passing periods *provided that this use is not disruptive*
- Except as otherwise provided in this policy, students are not permitted to use personal electronic devices during classroom or instructional time or in any instructional area designated by the school administration (i.e. *LRC*).
- Use of personal electronic devices must not violate any other District policy, procedure, or rule, including but not limited to those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, harassment, or bullying.
- Students shall not use any electronic device that in any way disrupts or detracts from the educational process or causes disruption on school grounds, buses or school-sponsored activities. This includes, but is not limited to, the ringing of a telephone, playing music, or any other audible alerts emitted from the device.
- Students shall not use any electronic device for inappropriate, unethical, or illegal purposes, including but not limited to, transmission or viewing of inappropriate or pornographic material, violations of others' privacy rights, cheating, harassing or bullying behavior.

- Parents are advised that electronic devices are not subject to the District's internet filters and responsibility for ensuring appropriate access to the internet rests solely with the individual student and family.
- Students may use personal electronic devices if there is an emergency situation within the school which requires communication to obtain emergency services.
- The District provides technology devices for learning when appropriate. Teachers may also permit, but not require, students to use personal electronic devices in support of learning, at the discretion of the teacher or other authorized school staff. Electronic study aids may be used during the school day if such use is provided in a student's IEP or similar plan.
- Personal electronic devices shall remain silent and be kept out of sight during instructional time, unless specifically allowed by the teacher or other authorized school staff.
- Students shall not record, photograph or otherwise make a video, digital or other electronic image of other students or school employees on school property, on a school bus or at school-sponsored activities without their knowledge and consent, except for activities considered to be public (e.g. sporting events, public meetings). School social events, activities sponsored by student clubs, team building retreats, and activities that take place during the school day are not considered to be public.
- Students shall not e-mail, text, post to the internet or social media, or otherwise electronically transmit images or videos of other individuals taken at school without the other individuals' express consent.
- Recording, photographing, or making video or digital images of others is strictly prohibited in locker rooms, dressing rooms, health offices and restrooms, and other areas where individuals have a reasonable expectation of privacy.
- Staff members shall have the right to question whether the student may be cheating on tests or academic work or violating the District's copyright policy by using an electronic device.
- Students who bring a personal electronic device to school, on a school bus, or to a school-sponsored activity assume all responsibility and risks relating to the possession and use of said device, including but not limited to internet access and data transmission. District employees will not be responsible for storing, safeguarding or troubleshooting any student's personal electronic devices. Neither the District nor its employees will be responsible or liable for the theft, loss, data loss, damage, destruction, misuse, or vandalism of any student's personal electronic device.

Students who violate this policy may have their electronic device confiscated and returned to the parent. Students who violate this policy may also be subject to discipline, including but not limited to the withholding of privileges, detention, and/or suspension or expulsion from school. The Administration will determine appropriate discipline on a case-by-case basis and may take into account the conduct of the student, the purpose of the use of the device, the nature of the disruption, whether the student' use of the electronic device violates any other District policy, procedure, or rule, any prior violations of this policy and any other relevant considerations.

STUDENT BEHAVIOR

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

***When* and *Where* Conduct Rules Apply**

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that

would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

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

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

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

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

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

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:

(a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time

11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property
12. Entering school property or a school facility without proper authorization
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity
14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants
15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school
19. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintended or designee
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property

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

    Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident

    The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or

encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

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

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

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

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

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

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian.

School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons

PRINCIPLES ON WHICH THE DISTRICT 94 STUDENT BEHAVIOR PROGRAM IS BASED

1. One of the best ways to help students succeed in school is to encourage and expect regular attendance.
2. All members of the school community should treat each other with consideration and respect.
3. It is the responsibility of each student to attend school regularly, arrive at classes on time and prepared and behave in a manner conducive to learning.
4. Parents should be kept informed of their students' attendance or behavior problems, and every effort should be made to enlist their cooperation in resolving such problems.
5. Rules are necessary, but their number should be kept as low as possible and they should be reasonable and enforceable.
6. Rules should not overly restrict the freedom of all students in order to curb the undesirable behavior of a few students.
7. Students and their parents should be made aware of rules and regulations regarding behavior and of the consequences of improper behavior.
8. Whenever possible, behavior problems should be resolved by communication between the student and staff member directly involved.
9. Whenever possible, the punishment for improper behavior should be a logical consequence of the improper behavior.
10. The purpose of the punishment should be to effect a change of behavior.
11. Students who demonstrate responsible behavior should be gradually allowed to assume more responsibility for the use of their time as they progress toward graduation.
12. Students' rights, as determined by law and by court decisions, should be freely accorded them.
13. Corporal punishment or other forms of physical coercion are not acceptable means of changing behavior.

POLICY STATEMENT

The Board of Education, the governing body of Community High School District 94, is responsible for establishing policies, including those pertaining to student behavior, which determine the manner in which the school district operates.

The Board believes that students should attend school regularly and that the behavior of students at school or school activities should be characterized by courtesy, consideration and respect for all members of the school community. The Board believes that such behavior is essential for the maintenance of a school environment that is safe and is conducive to learning.

The Board also believes that in cases of serious or repeated violations of school rules school personnel should promptly consult with parents and seek their active cooperation in promoting positive behavior.

Therefore, rules and regulations designed to insure proper student behavior at school or school activities shall be developed. The administration of the school shall make all such rules and regulations and the penalties for their violation known to students and parents and shall enforce the rules and regulations.

COMPLAINTS & GRIEVANCES

The Board of Education recognizes that from time to time a student may have a complaint or grievance regarding some aspect of the operation of the school district, and the Board believes that in such case the student should have the opportunity to voice his or her complaint or grievance to a responsible employee of the school district and to receive a considered reply.

When a student has a complaint or grievance, he or she should discuss the matter with the staff member directly involved (teacher, coach, dean, etc.).

In the event that a student is not satisfied with the response of the staff member to his or her complaint or grievance, the student may present the complaint or grievance to the Principal.

In the event that a student is not satisfied with the Principal's response to his or her complaint or grievance, the student may present the complaint or grievance to the Superintendent.

DEFINITIONS OF DISCIPLINARY ACTIONS

Teacher-Student Conference

A conference at which the teacher makes the student aware of his or her breach of proper behavior, explains the consequences of a repetition of such behavior, and clarifies the behavior expected.

Administrator-Student Conference

A conference at which a dean explains to the student his or her violation of school rules, clarifies the behavior expected in the future, and explains the consequences of future violations.

Detention

Required attendance before or after school hours for a reasonable period of time, or required attendance in a designated area during non-class time during the regular school day.

Behavior Contract

A written agreement between a dean and a student providing that disciplinary action for a rule violation will be temporarily suspended, with the imposition, reduction, or dismissal of the disciplinary action dependent upon the student's behavior during a trial period.

Administrator-Parent Conference

A conference at which parents are made aware of their student's inappropriate behavior and are asked to cooperate with school personnel to bring about a positive change in the student's behavior. For students who are eighteen or more years old or are emancipated minors, an administrator-student conference may replace an administrator-parent conference

Loss of Privileges

Suspension of the right to attend school activities or loss of unscheduled time, off-campus, locker, or parking privileges.

Tuesday/Wednesday School:

3:15-4:15 Tuesdays/Wednesdays

Students will be expected to bring school related materials or reading materials. Students will be supervised and are expected to use this time productively. Failure to do so will result in removal from Tuesday/Wednesday School and suspension.

Suspension

In-school (Student Support Center): The temporary exclusion of a student from a class or classes for a period of time not to exceed ten (10) school days. The student will remain in school and will be assigned to an isolated, supervised room. This will afford the student the opportunity to make up missed classwork and earn full credit. The student will also be allowed to participate in extra-curricular activities.

Out-of-school: The temporary exclusion of a student from school and all school activities or from riding the school bus for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.

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Expulsion

The removal of a student from school and all school-sponsored activities, events and activities which bear a reasonable relationship to school for a definite time period not to exceed two (2) calendar years, provided that the District's procedures for expulsion are followed. In the case of a student who has brought a weapon (as defined in the School Code) to school, the period of expulsion shall be not less than one (1) calendar year, unless modified by the Board of Education.

DUE PROCESS PROCEDURES

1. The Administrator responsible for implementing disciplinary action shall confer with a student who is under consideration of suspension, advising the student of the reasons for the proposed suspension and the evidence in support of those reasons and providing the student an opportunity to respond and to present evidence regarding the reasons for the proposed suspension.
2. When a student is suspended, written notice shall be given to the parents. Such notice shall include the reasons for the suspension, the duration of the suspension and notice of the right to appeal the suspension.
3. When the Superintendent recommends to the Board of Education that a student be expelled, the student's parents shall be notified of the recommendation, the reasons for it, and the date on which a hearing will be conducted.
4. Parents have the right to request a review of the suspension or expulsion by the Board of Education's appointed hearing officer and to be represented by an attorney or other representative, present evidence, and cross-examine witnesses at a suspension review hearing.
5. The Board of Education shall review the report of the hearing officer regarding the appeal of a suspension or expulsion and may affirm or overrule that decision.

(A copy of the Board of Education's detailed procedures regarding suspension and expulsion hearings is available from the School District's Administrative Office - telephone: 630-876-6200.

Community High School District 94 Computer and Internet Use Agreement

Dear Parent and Student:

Please read this document carefully. Both the student and a parent/legal guardian must sign this agreement and return it to your school before computer and Internet access will be allowed.

The goal of Internet services at Community High School is to facilitate access to online information resources and reference materials for educational purposes, to create innovative learning environments for classes, and to prepare students for life in the technology-rich twenty-first century.

The Internet is a vast electronic network of millions of computers and users all over the world. In addition to access to legitimate sources of information for academic purposes, the Internet makes available materials that may not be educational. While Internet filtering security measures have been installed on the high school's network, the structure of the Internet makes it impossible to control all materials that a student may view, and some of these materials may be controversial or inappropriate for Community High School students. The District 94 Board of Education, administration and staff, however, believe that the vast amount of valuable information and interaction available on this worldwide network far outweighs the possibility that users may discover material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. This requires efficient, ethical and legal utilization of the network resources. A list of guidelines is provided here so that you are aware of the responsibilities that you or your son/daughter are about to acquire. Additional guidelines may be provided to students by the school from teachers and other staff from time to time. All rules and regulations must be strictly followed when working on the high school computers, network and Internet in completing assignments, doing research, and telecommunicating on the Internet. Non-class Internet activities are not permitted at any time.

If a student violates any of the general or specific guidelines and rules provided here or by a teacher or staff member at the high school, they will immediately lose access privileges and future access may be denied. They may also be subjected to possible suspension or expulsion. It will be the responsibility of the student to do appropriate substitute work in lieu of their online work as assigned by their teacher.

The signatures at the end of this document are legally binding and indicate that the parties who signed this agreement have read the terms and conditions carefully and understand the agreement.

Internet Guidelines, Terms and Conditions

1. **Acceptable Use** — The use of school computers, the network and District Internet access must at all times be in support of education and research consistent with the educational objectives of Community High School. Use must comply with all rules, regulations, guidelines, terms, conditions and instructions supplied both here and at school by teachers and school staff

members. Accessing, transmitting to others or downloading to any school computer or to any computer through the means of District access of any material in violation of any U.S. or state regulation or school policy is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene or pornographic material (including child pornography), information which is inaccurate, illegal, indecent, harmful to minors, inappropriate for minors, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, inconsistent with the District's educational mission, hacker sites and files, passwords, a users full name, home address or phone number or that of another student or teacher. File transfers of any software to or from a school computer or school network and installing of any software onto a school computer or the school network is prohibited. While excessive downloading of files is prohibited, students may download reasonable materials directly related to a classroom assignment or pertaining to instruction therein. Use with for-profit commercial activities, including advertising and sales, or political lobbying, is also not acceptable. The use of school Internet accounts to make purchases or place orders of any kind is prohibited.

2. Privileges — Internet access through the District is provided as a privilege by the District and may be revoked at any time the school deems appropriate. The District reserves the right to monitor the use of school computers, the school network, and the Internet for illegal or improper activity by students and District personnel. Access to the Internet and the District's network is part of the District's curriculum and is not a public forum for general use. Inappropriate use will result in loss of these privileges and may result in school suspension or expulsion. The administration, faculty and staff of Community High School may request the system administrators to deny, revoke or suspend specific users Internet access at any time. The District 94 Board of Education, school administration and the system administrators will deem what is inappropriate use and their decision is final. Students and their parents shall be solely responsible for any unauthorized charges or fees resulting from a student's access to the Internet.

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

- Be polite and do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other obscene or inappropriate language.

- Illegal activities are strictly forbidden.
- Students are not to reveal any personal information such as address, phone number, full name or such information about any other students, teachers or staff members while online.
- Note that e-mail is not private. People who operate the system do have access to all mail, and messages may also be intercepted by others on the Internet. Messages relating to or in support of illegal activities may be reported to the authorities. Chat rooms and other forms of direct electronic communications such as instant messaging are not permitted on the school network.
- A student may not use the Internet, the school network or any computer at school in such a way that would disrupt the use of them by other users. Accessing hacking materials and attempting to use any such items or procedures on the school network is strictly prohibited. Use of the school's network bandwidth for multimedia access or downloads such as streaming audio and video or mp3 files not related to class educational activities is prohibited.
- Any attempt to electronically break into the school's network, computers, Internet access, codes, security and passwords shall result in the loss of all Internet privileges, immediate disciplinary action, and possible legal action.
- In addition, the following activities are not permitted:

a. Sending or displaying offensive messages or pictures that demean or inappropriately depict or portray gender, race, religion, political views or other personal beliefs;

b. Maintaining or being identified on any Internet site which depicts illegal or inappropriate behavior;

c. Cyberbullying, harassing, insulting or attacking others;

d. Violating copyright laws;

e. Using others' passwords;

f. Accessing others' folders, work or files;

g. Refusing to cooperate with District personnel with regard to use of District computers or the network

h. Intentionally introducing some destructive programs (e.g., virus, worm, spy ware, etc.);

i. Unauthorized loading of programs.

4. Warranty — Community High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. CHS will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's own risk. Community High School denies any responsibility for the accuracy or quality of information obtained by Internet users.

5. Security — Security on any computer system is a high priority, especially when the system involves many users. If a student feels that he/she can identify a security problem or

way to get past security, or if he/she sees or hears that someone else can or has done so, the student must notify a school staff member immediately.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the school's network and the Internet.

Students are never to give their login id or password to anyone, except that they must provide their password to the system administrator. Any attempt to log in as a system administrator or another individual will result in immediate cancellation of Internet access privileges.

6. Vandalism — Any vandalism or attempted vandalism (physical or electronic) to school computers, the school network, files of others or to the Internet in any way will result in immediate cancellation of computer access privileges, disciplinary action and possible legal action. This includes, but is not limited to, the downloading, uploading, or creation of computer viruses, and modifying or disabling, or attempting to modify or disable any filtering or blocking software installed in District computers or the District's computer system.

7. **Filtering** — In compliance with the "Children's Internet Protection Act," District 94 has implemented technology protection measures. These measures are designed to restrict, block and filter Internet access to items that may include obscene, child pornographic and other materials deemed inappropriate for minors.

I have read, understand and will abide by this **Computer and Internet Use Agreement**. I consent to monitoring and inspection by school staff and the administration of my use of the District computers and the District means of access, including any and all electronic mail communications I make or attempt to make or I receive, and all materials I upload, install, download, transmit or access. Should I commit any violation of this policy, I understand that my privileges will be revoked and that school disciplinary action and/or appropriate legal action may be taken.

WEST CHICAGO COMMUNITY HIGH SCHOOL

Learning.Living.Leading.

Students Name: _____

I have read, understand and will abide by the Computer and Internet Use Agreement. I consent to monitoring and inspection by school staff and the administration of my use of the District computers and the District means of access, including any and all materials I upload, install, download, transmit or access. Should I commit any violation of this policy, I understand that my privileges will be revoked and that school disciplinary action and/or appropriate legal actions may be taken.

Student Signature: _____ **Date:** _____

As parent or legal guardian to the above named student, I have read and understand the Computer and Internet Use Agreement. I will hold harmless the School District, its employees agents, or Board members of any harm caused by materials or software transmitted or obtained by using District computers and/or District means of access to the Internet.

I hereby authorize my son/daughter to use the Internet at school.

Circle One: Yes / No **Date:** _____

Parent or Legal Guardian Name: _____

Circle One: Mother / Father / Legal Guardian

Parent or Legal Guardian Signature: _____

This form is to be signed and returned during the student's registration.

If you have any questions, please feel free to contact the Principal's Office at the West Chicago Community High School, 326 Joliet St., West Chicago, IL 60185 Phone: (630) 876-6300.

Adopted: March 19, 2002 and November 19, 2013
Revised: October 17, 2006: April 3, 2012
Replaces: IGBC – Internet Use
Reference:

326 JOLIET STREET
WEST CHICAGO, IL
60185

PHONE (630) 876-6200
FAX (630) 876-6241

www.d94.org

CHS D94
Community High School District 94

Community High School District 94

One-to-One (1:1) Technology Program

Striving to promote and provide growth experiences in learning, leading, and living.

Procedures and Information for Students and Parents

Introduction:
The mission of Community High School District 94 is to *"…promote and provide growth experiences in learning, leading, and living."* The 1:1 technology program at Community High School contributes to that mission by creating a learning environment where each student is able to take greater ownership of their learning through the use various applications, extensions and websites. Students in a 1:1 technology environment are able stretch their minds, explore new ideas, and analyze more critically as the classroom experience is virtually extended beyond the four walls of the school.

The Chromebook that you have received is an educational tool that was provided to you for the purpose of expanding learning opportunities, enriching classroom experiences, and creating greater engagement. Please choose to use it responsibly and appropriately as outlined by the information found in this packet. If you have any questions about your device, policies or procedures, please see Tech Support Internship or email them at tech@d94.org.

About Your Chromebook:
The following is some basic information about your Chromebook.

1. Battery Life: A fully charged Chromebook will last for 8 hours.

2. Content Filter: The District utilizes an internet content filter in compliance with the federally mandated Children's Internet Protection Act (CIPA) when logged onto the District's network. However, the District cannot and does not provide content filtering when logging onto a wireless connection outside of the school.

3. Identification tags: Each Chromebook is assigned a District asset tag code. This code, the Chromebook's serial number, the Chromebook's charger serial number, and the student's ID to which it has been assigned is recorded by the District.

4. Logging on: Students will log into their Chromebooks using their school issued Google account.

5. Operating System: ChromeOS. Installing any other operating system is prohibited.

6. Updates: The Chromebook will update itself automatically on a regular basis.

7. Virus Protection: Chromebooks provide multiple layers of protection against viruses and malware including data encryption and verified boot.

Caring for Your Chromebook

Students are responsible for the general care of the District issued Chromebook. Repairs and other issues need to be addressed solely through Tech Support Internship (TSI) as soon as possible. Repairs or maintenance done by anyone or any computer service outside of TSI are prohibited.

1. General Precautions:
    a. No food or drink should be next to Chromebooks.
    b. Cords, cables, and removable storage devices must be inserted and removed with care.
    c. Heavy objects should not be placed on top of Chromebooks.
    d. Power cords when used should not be a tripping hazard.
    e. Stickers and personal markings on the Chromebook are prohibited.
    f. Never leave Chromebooks unattended.
2. Transporting Chromebooks:
    a. While District issued sleeves are not guaranteed to prevent all damages, Chromebooks need to be in their District provided sleeves whenever they are transported.
    b. Never pack the power cord in the District provide sleeve.
    c. Never lift a Chromebook by the screen.
    d. Never carry or move Chromebooks with the screen open.
3. Screen Care:
    a. Do not put pressure on top of the Chromebook when it is closed.
    b. Do not point at the screen with any objects that might cause damage (i.e. pen, pencil)
    c. Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.
4. Asset Tag:
    a. Asset tags may not be modified or tampered with in any way.
    b. A financial charge up to the full replacement cost of the Chromebook may be charged to the student for tampering with a District asset tag or for turning in a Chromebook without a District asset tag.

Internet Safety and Protection

1. In compliance with the "Children's Internet Protection Act," Community High School District 94 installs and operates filtering software designed to restrict, block, and filter Internet access to items that may include obscene, child pornographic and other material deemed inappropriate for students. The District however does not and cannot guarantee the efficacy of such software.

2. The District's use of filtering software does not absolve students of the responsibility to not access inappropriate materials or to not abide by state and federal laws and regulations, the terms of District procedures and policies associated with the District's 1:1 program.

Network Etiquette

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

1. Be polite and do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other obscene or inappropriate language.

2. Illegal activities are strictly forbidden.

3. Students are not to reveal any personal information such as address, phone number, full name or such information about any other students, teachers or staff members while online.

4. Note that e-mail is not private. People who operate the system do have access to all mail, and messages may also be intercepted by others on the Internet. Messages relating to or in support of illegal activities may be reported to the authorities. Chat rooms and other forms of direct electronic communications such as instant messaging are not permitted on the school network.

5. A student may not use the Internet, the school network or any computer at school in such a way that would disrupt the use of them by other users. Accessing hacking materials and attempting to use any such items or procedures on the school network is strictly prohibited. Use of the school's network bandwidth for multimedia access or downloads such as streaming audio and video or mp3 files not related to class educational activities is prohibited.

6. Any attempt to electronically break into the school's network, computers, Internet access, codes, security and passwords shall result in the loss of all Internet privileges, immediate disciplinary action, and possible legal action.

7. In addition, the following activities are not permitted:

    a. Sending or displaying offensive messages or pictures that demean or inappropriately depict or portray gender, race, religion, political views or other personal beliefs;

    b. Maintaining or being identified on any Internet site which depicts illegal or inappropriate behavior;

    c. Cyberbullying, harassing, insulting or attacking others;

    d. Violating copyright laws;

    e. Using others' passwords;

    f. Accessing others' folders, work or files;

    g. Refusing to cooperate with District personnel with regard to use of District computers or the network

    h. Intentionally introducing some destructive programs (e.g., virus, worm, spy ware, etc.);

i. Unauthorized loading of programs.

No Right or Expectation of Privacy

Chromebooks issued to students are District owned. Therefore, students and parents/guardians have no right or expectation of privacy or confidentiality with respect to the use of District-owned devices regardless of whether the use of such device is for district, school, classroom, or personal related purposes.

Returning Your Chromebook when withdrawing from School

Students who are withdrawing from the District must return their Chromebooks and all ancillary items for the Chromebooks (power cord, charger, sleeves) on their last day of attendance. Failure to turn in the Chromebook will result in

1. the student being charge with the full replacement cost of the Chromebook.
2. the District potentially filing a report of stolen property with the West Chicago Police Department.
3. the District enforcing its policies regarding uncollected fees and fines which may culminate in the referral to a collection agency.

Using Your Chromebook at School

The following are expectations and guidelines for using Chromebooks at school.

1. General:
    a. Students are expected to bring a *fully charged* Chromebook to school *each day* unless specifically directed otherwise by their teacher.
    b. Failure to bring a Chromebook to school is a failure to be prepared for classroom.
2. Charging:
    a. Students are expected to bring a *fully charged* Chromebook to school *each day* unless specifically directed otherwise by their teacher.
    b. Charging stations will not be provided by the school. Therefore, students need to charge their Chromebooks at home each evening prior to going to school the next day.
3. Repairs and Troubleshooting:
    a. Repairs and troubleshooting issues with the Chromebook need to be addressed through the Tech Support Internship classroom during non-instructional times.
    b. If issues with the Chromebook arise in the classroom, students need to notify their classroom teacher. The classroom teacher will determine if a visit to TSI should occur.
4. Loaners:
    a. District loaner Chromebooks are available and distributed at the discretion of TSI.
    b. A student using a District Chromebook Loaner must sign a loaner agreement and will be responsible for any damage or loss of the loaned device.

Using Your Chromebook Outside of School

1. Students are encouraged to use their Chromebooks for school related activities and assignments at home and outside of school. However, the District is unable to provide any filtering software when a student accesses internet connections outside of the school.

2. Students and their parents/guardians bear sole responsibility for exercising appropriate internet guidelines and for abiding by state and federal laws and regulations. The student's use of the district issued Chromebook at home and outside of school, however, is subject to District Policy 7308P "*Internet Guidelines, Terms, and Conditions*," the District's "*Computer and Internet Use Agreement," and the* discipline policy of the school.

Research is clear that to ensure student success, education must move from a teacher-centric to a learner-centric approach. One-to-one programs create the opportunity for authentic personalization of teaching and learning for each student. With access to personal portable technologies in a wireless environment students, can learn at their own pace, ability levels, and take advantage of the worldwide experiences and resources available online and just in time. Teachers become facilitators of powered up learning experiences – meaningfully linking technology to curriculum and instruction.

One to One Institute - www.one-to-oneinstitute.org

Community High School District 94
West Chicago, IL

One-to-One Technology Program
Agreement

To: Parents/Guardians

Community High School District 94 provides students with District-owned Chromebooks to participate in an instructionally based One-to-One (1:1) District Technology Program. The purpose of this program is to extend and enrich the learning environment through the use of Chromebooks, and various applications, extensions, and websites.

Please read the following information carefully. You must authorize your son/daughter's participation in the District 1:1 program by agreeing to the following terms and expectations and discussing them with your son/daughter. Authorization and this agreement need to be signed only once while your son/daughter is enrolled in the District.

Ownership of the Chromebook
Community High School District 94 retains sole right of possession and ownership of the Chromebook. District administrative staff and faculty retain the right to collect and/or inspect the Chromebooks and alter, add, or delete installed software or hardware at any time.

No Right or Expectation of Privacy
Chromebooks issued to students are District owned. Therefore, students and parents/guardians have no right or expectation of privacy or confidentiality with respect to the use of District-owned devices regardless of whether the use of such device is for district, school, classroom, or personal related purposes.

Internet Safety and Protection
In compliance with the "Children's Internet Protection Act," Community High School District 94 installs and operates filtering software designed to restrict, block, and filter Internet access to items that may include obscene, child pornographic and other material deemed inappropriate for students. The District however does not and cannot guarantee the efficacy of such software. The District's use of filtering software does not absolve students of the responsibility to not access inappropriate materials or to not abide by state and federal laws and regulations, the terms of District procedures and policies associated with the District's 1:1 program.

Students are encouraged to use their Chromebooks for school related assignments and activities at home and other locations outside of school. However, the District is unable to provide any filtering software when a student accesses internet connections outside of the school. Therefore, the students and their parents/guardians bear sole responsibility for exercising appropriate internet guidelines and for abiding by state and federal laws and regulations. The student's use of the district issued Chromebook at home and outside of school, however, is subject to the discipline policy of the school.

Responsibilities and Expectations:

1. Students must comply with District Policy 7308P "*Internet Guidelines, Terms, and Conditions*," and the District's "*Computer and Internet Use Agreement.*"
2. The use of a District-owned device is subject to the discipline policy of the school.
3. Students are responsible for bringing their District issued Chromebooks to school every day and to make sure that they are fully charged prior to each school day. If the Chromebook is in need of repair or technical support, the student is responsible for addressing the issue with Tech Support Internship class (TSI) and procuring a loaner Chromebook from TSI in a timely manner.
4. Students will take care of their District issued device. Any problems with the device will be promptly addressed solely through the TSI. Repairs made to the Chromebook outside of TSI are unauthorized and prohibited, and are subject to charges from the District.
5. Students and parents/guardians shall solely be responsible for all charges for the misuse, damage, destruction, or loss of all District-owned devices issued to the student.
6. Students may not remove, tamper with, or alter serial numbers and other identification tags.
7. Students may not attempt to remove or change the physical structure of the Chromebook.
8. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the District.
9. If the student ceases to be enrolled in Community High School District 94, the student/parent will immediately return the Chromebook and all District issued ancillary equipment in good working order or pay the full cost of replacement.
10. Students and parents/guardians will hold harmless the District, its employees, agents, and Board members for any harm caused by materials or software obtained via the District's network and for any harm caused by materials or software obtained outside of the District's network.

Community High School District 94
West Chicago, IL

One-to-One Technology Program
Agreement

Signature:
The parent/guardian and student acknowledge that they agree to all responsibilities, expectations, and information included and referenced in the "Community High School District 94 One to One Technology Program Agreement" form. This document will remain in effect for the duration that the student is enrolled at West Chicago Community High School.

Parent/Guardian name (print): _____

Parent/Guardian Signature: _____ Date: _____

Please list all students enrolled at West Chicago Community High School for whom this agreement applies

Student name (print): _____ Student ID #: _____

Student name (print): _____ Student ID #: _____

Student name (print): _____ Student ID #: _____

Student name (print): _____ Student ID #: _____

WEST CHICAGO COMMUNITY HIGH SCHOOL

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MILITARY CHILDREN - QUESTIONNAIRE

Please take a few moments to answer the following questions. This information will help identify our military families per Illinois Public Act 97-505.
Your participation will help schools get U.S. Military assistance for children struggling with their parent or guardian's military deployment.

STUDENT INFORMATION:

Student Name:_____

ID#:_____

Do the student's parent or guardian serve in the military, including National Guard or Reserve?

YES NO

Is the parent or guardian currently serving on active duty or expect to be deployed this year?

YES NO

Has the parent or guardian returned home from deployment in the past 6 months?

YES NO

Please return this form to Denyse Christensen in the Registrars Office, Room 1635. Thank you.

326 JOLIET STREET
WEST CHICAGO, IL
60185

PHONE (630) 876-6200
FAX (630) 876-6241

www.d94.org

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Community High School District 94

WEST CHICAGO COMMUNITY HIGH SCHOOL

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NINOS MILITARES - CUESTIONARIO

Por favor, tome unos momentos para responder a las siguientes preguntas. Esta informacion le ayudara a indentificar nuestras familias militares por Illinois Ley Publica 97-505. Su participacion ayudara a escuelas obtener asistencia militar de los Estados Unidos para los ninos que luchan con sus padres o tutores del despliegue militar.

INFORMACION DEL ESTUDIANTE:

Nombre del Estudiante:_____

ID#:_____

Los padres o el tutor del nino sirven en las fuerzas armadas, incluyendo la Guardia Ncional o de reserva?

SI NO

Es el padre o tutor que actualmente prestan servicios en servicio activo o esperar a ser implementado este ano?

SI NO

Tiene un padre o tutor regresado de despliegue en los ultimos 6 meses?

SI NO

Por favor envia este formulario Denyse Christensen en la Oficina de Registro Civil, habitación 1635. Muchas Gracias.

326 JOLIET STREET
WEST CHICAGO, IL
60185

PHONE (630) 876-6200
FAX (630) 876-6241

www.d94.org

CHS D94
Community High School District 94

Parents of New Students Attending
West Chicago Community High School

Student from Out of State will need:

- Eye Exam (May submit attached waiver if unable to complete)
- Illinois DHS School Physical (you will have 30 days to complete once your student is enrolled)
- Updated immunizations

Student from Illinois School will need:

- Eye Exam (May submit attached waiver if unable to complete)
- Illinois DHS School Physical with updated immunizations
- Physical must be dated after **August 14, 2024**

If your student has any health concerns:

- Asthma (we can use the prescription label on the rescue inhaler box)
- Seizures (we will need a Seizure Action Plan)
- Medications (we will need doctor's order and medication)
- Allergies (we will need a Food Allergy Action Plan)

If your student will be taking medication during school hours, please complete the Medication Authorization Form. A physician will need to give their authorization for a student to self-carry their rescue inhaler while at school.

If you have any questions, please contact the Health Office.

Nurse Cathy
630-876-6246
Mrs. Mendoza (Spanish) 630-876-6469
Fax: 630-876-6585
Health Office email: nurse@d94.org

Medical Information/Release Form

ALL FORMS MUST BE DATED AND SIGNED

This medical information and release form is vital in the care of your student while at school. It provides us with information to treat your child and also includes essential information such as health concerns. If your child needed immediate emergency care, it would be extremely important for the health office to have this information available.

PLEASE REMEMBER TO PROVIDE UPDATED INFORMATION TO THE NURSE WHEN HEALTH CHANGES OCCUR.

ID#:_____ STUDENT NAME:_____ GRADE:_____PHYSCD:_____EMCD:_____ D.O.B:_____

IF NEITHER PARENT/GUARDIAN CAN BE CONTACTED, I AUTHORIZE THE SCHOOL ADMINISTRATION TO TAKE SUCH EMERGENCY ACTION AS NEEDED.

SIGNATURE OF PARENT/GUARDIAN_____ DATE:_____

ALLERGIES:

Insects/Bees:_____ Severe? YES ☐ NO ☐ Epi-Pen Required? YES ☐ NO ☐ Benadryl Required? YES ☐ NO ☐

Foods (list):_____ Severe? YES ☐ NO ☐ Epi-Pen Required? YES ☐ NO ☐ Benadryl Required? YES ☐ NO ☐

Medications (list):_____ Severe? YES ☐ NO ☐ Explain:_____

Environmental (list):_____ Severe? YES ☐ NO ☐ Explain:_____

DOES YOUR CHILD NEED AN ASTHMA INHALER DURING THE SCHOOL DAY OR FOR SPORTS? YES ☐ NO☐
(If yes, please complete appropriate forms)

PLEASE MARK THE CORRECTIVE DEVICES STUDENT MAY WEAR TO SCHOOL:

GLASSES ☐ CONTACTS ☐ HEARING AID ☐ ORTHOPEDIC AIDES ☐ OTHER ☐

ANY KNOWN HEALTH CONDITIONS:_____

CURRENT TREATMENT:_____

ANY ILLNESSES, INJURIES, OR SURGERY SINCE LAST YEAR: YES ☐ NO☐

(If yes, please explain) _____

MEDICATIONS TAKEN AT SCHOOL ON A REGULAR BASIS:

Medication:_____ Dose:_____ Frequency:_____ Reason:_____

Medication:_____ Dose:_____ Frequency:_____ Reason:_____

Medication:_____ Dose:_____ Frequency:_____ Reason:_____

MEDICATION TAKEN AT HOME ON A REGULAR BASIS:

Medication:_____ Dose:_____ Frequency:_____ Reason:_____

Medication:_____ Dose:_____ Frequency:_____ Reason:_____

Medication:_____ Dose:_____ Frequency:_____ Reason:_____

DOCTOR:_____ DR PH#:_____ DENTIST:_____ DENTIST PH#:_____

Names of siblings living at home (K-8):	School now attending:	Grade:
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORMA DE INFORMACION MEDICA

ESCRIBA AL FECHA Y FIRME

Esta forma de informacion medica es de mucha importancia para el cuidado de su estudiante durante horarios de clases. Si su estudiante necesitara el cuidado en un caso de emergencia, seria extremadamente importante que la oficina de salud contara con esta informacion medica imediatamente.

POR FAVOR RECUERDE PROVEER INFORCION ACTUALIZADA A LA REGISTRADORA DE LA ESCUELA.

ID#:_____ ESTUDIANTE NOMBRE: _____ CLASE:_____ PHYSCD:_____ EMCD:_____ D.O.B:_____

EN EL DEVIDO CASO QUE NO PODAMOS COMUNICARONS CON LOS PADRES/PERSONA CON CUSTODIA, YO AUTORIZO AL PERSONAL DE ADMINISTRACION DE LA ESCUELA QUE SE ACTUE EN CASO DE UNA EMERGENCIA CON MI ESTUDIANTE.

FIRMA PADRES/CUSTODIA: _____ FECHA:_____

ALERGIAS:

Insectos/Abejas: _____ Severa? SI ☐ NO ☐ Epi-Pen Requiere? SI ☐ NO ☐ Benadryl Requiere? SI ☐ NO ☐

Comidas (por favor anote): _____ Severa? SI ☐ NO ☐ Epi-Pen Requiere? SI ☐ NO ☐ Benadryl Requiere? SI ☐ NO ☐

Alergia a Medicamento (por favor anote): _____ Severa? SI ☐ NO ☐

Medioambiental (por favor anote): _____ Severa? SI ☐ NO ☐

DURANTE EL ANO, SU ESTUDIANTE NECESITA ALGUN INHALADOR PARA DEPORTES? SI ☐ NO ☐
(Si la respuesta es si, complete la forma de autorizacion medica.)

POR FAVOR CIRCULE CUALQUIER APARATO, MECANISMO QUE SU ESTUDIANTE NECESITARA EN LA ESCUELA:

LENTES ☐ CONTACTOS ☐ AUDIFONO AUXILIAR ☐ ORTOPEDICO ☐ OTRO ☐

ALGUNA CONDICION DE SALUD (Especifique): _____

TRATAMIENTO ACTUAL: _____

ALGUNA ENFERMEDAD, GOLPE SERIO, O CIRUGIA DURANTE ESTE ANO PASADO: SI ☐ NO ☐

(Si la respuesta es si, explique.) _____

MEDICAMENTO DIARIAMENTE QUE TOME EN ESCUELA:

Nombre de Medicamento: _____ Dosis:_____ Frecuencia: _____ Razon:_____

Nombre de Medicamento: _____ Dosis:_____ Frecuencia: _____ Razon:_____

Nombre de Medicamento: _____ Dosis:_____ Frecuencia: _____ Razon:_____

MEDICAMENTO DIARIAMENTE QUE TOME EN CASA:

Nombre de Medicamento: _____ Dosis:_____ Frecuencia: _____ Razon:_____

Nombre de Medicamento: _____ Dosis:_____ Frecuencia: _____ Razon:_____

Nombre de Medicamento: _____ Dosis:_____ Frecuencia: _____ Razon:_____

MEDICO:_____ MD PH#: _____ DENTISTA:_____ DENTISTA PH#: _____

Los nombres de los hermanos que viven en el hogar (K-8):	Ahora asisten a escuela:	Clase:
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMUNITY HIGH SCHOOL DISTRICT #94
HEALTH SERVICES

PARENTAL AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

Phone: (630) 876-6245
Fax: (630) 876-6585

THIS FORM IS REQUIRED IF YOUR CHILD IS TO RECEIVE NON-PRESCRIPTION AND/OR PRESCRIPTION MEDICATION AT SCHOOL.

STUDENT NAME:_____
(Last) (First) (Middle)

DOB:_____ ID#:_____

The following guidelines shall apply to the self-administration of a student's asthma or severe allergy medication (Epi-Pen):

- An Illinois physician/prescriber signed and dated authorization to administer the medication, setting forth the name and purpose of the medication, the prescribed dosage, time for administration, and any other special related information with regard to the administration of stated medication must be on file in the Health Office.
- Parent (Guardian) signed and dated authorization to administer the medication must be on file in the Health Office.
- The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student's name, name of medication, directions for use and date.
- Annual renewal (with the start of each new school year) of authorization and immediate notification, in writing by the prescribing physician, of changes.
- It is recommended that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her asthma or severe allergy medication (Epi-Pen).
- The school district and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

PARENTAL AUTHORIZATION:

I hereby acknowledge that I am the parent/legal guardian of the above referenced student and that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so, I hereby authorize Community High School District #94 to allow my child to self-administer his/her lawfully prescribed asthma or severe allergy medication (Epi-Pen) during the following: 1) while in school; 2) while at a school sponsored activity; 3) while under the supervision of school personnel; and 4) before or after school activities.

I further acknowledge and agree that Community High School District #94 and its employees and agents are to incur no liability, except for willful and wanton conduct by any of the said parties, as a result of any injury arising from my child's self-administration of asthma or severe allergy medication (Epi-Pen). I further acknowledge and agree that, in absence of willful and wanton conduct on the part of the school district and its employees and agents, I waive any claims that I might have against said parties arising out of my child's self administration of said medication. In addition, I agree to indemnify and hold harmless the school district and its employees and agents, either jointly or severally, except claims based on willful and wanton conduct on behalf of said parties, from and against any and all claims, damages, causes of action or injuries incurred or resulting from my child's self administration of said medication.

If the medication prescribed is to be self-administered by the student, I authorize and give permission for my child, _____ to carry and self-administer the asthma or severe allergy medication(s) described on
(Name of Student)
the previous page. I, or my child's physician, will notify Community High School District #94 of changes in asthma or severe allergy medication or in my child's condition.

SIGNATURE:_____ _____
(Parent/Guardian) (Home Phone)

DATE:_____ _____
(Business Phone)

Reference: Illinois Department of Human Services and Illinois State Board of Education
"Recommended Guidelines for Medication Administration in Schools"
Asthma Management: A Resource Manual for Schools

COMMUNITY HIGH SCHOOL DISTRICT 94
SCHOOL MEDICATION AUTHORIZATION FORM

Phone: (630) 876-6245
Fax: (630) 876-6585

THIS FORM IS REQUIRED IF YOUR CHILD IS TO RECEIVE NON-PRESCRIPTION AND/OR PRESCRIPTION MEDICATION AT SCHOOL AND/OR CARRY AN INHALER OR EPI-PEN.

STUDENT'S NAME: _____ STUDENT ID#: _____ DOB: _____

DIAGNOSIS: _____

PHYSICIANS: Please Complete diagnosis (above), items 1 and 2, and sign and date this form.

1. List all medication prescribed to this student:

DRUG	DOSAGE	FREQUENCY	REASON PRESCRIBED	WHEN RE-EVALUATION PLANNED	SIDE EFFECTS

2. List medication that must be administered during School Hours.

DRUG	DOSAGE	TIME TO BE ADMINISTERED	REASON PRESCRIBED	SIDE EFFECTS	SPECIAL INSTRUCTIONS

Permission is granted for professional school personnel to administer drugs as prescribed during the school day.

Medication will be provided by the parent as instructed. **If the medication prescribed (inhaler or Epi-Pen only)** is to be self-administered by the student, I certify that _____ (Name of Student) has been instructed in the use and self-administration of _____ (Name of Medication). He/she understands the need for the medication, and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

PHYSICIAN'S SIGNATURE: _____ **DATE:** _____

PRINTED NAME OF PHYSICIAN: _____ **PHONE NUMBER:** _____

WEST CHICAGO COMMUNITY HIGH SCHOOL

Learning. Living. Leading.

Dear Parents/Guardians:

School Code, "Public Act 095-0671 SB0641 Enrolled, Section 5" requires that a vision examination be completed on students who are entering an Illinois School for the first time.

The law states that if the child fails to present proof of the vision examination, the school may hold the child's report card until the child presents proof of a completed eye examination.

However, the law also states that the Department of Public Health is to establish a waiver for children who can show that this exam would create an undue burden for the family or there is a lack of access to a physician who provides eye examinations. In addition, a student may be exempted from the examination on religious grounds.

Enclosed with this letter are two forms. The first (titled *Eye Examination Report*) must be completed by the physician at the time of the eye examination and returned to the Health Office.

The second form is titled *Eye Examination Waiver Form.* If you choose to declare that this exam is an undue burden for the reasons stated on the Eye Examination Waiver Form, this form must be completed by a parent and returned to the Health Office.

If your student does not have any type of medical or vision/eye care insurance coverage, please feel free to call the Health Office for suggestions.

If you have any questions, please call the Health Office at (630)876-6245 (English), (630)876-6469 (Spanish). Thank you.

Sincerely,

Nurse Cathy

326 JOLIET STREET
WEST CHICAGO, IL
60185

PHONE (630) 876-6200
FAX (630) 876-6241

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CHS D94
Community High School District 94

WEST CHICAGO COMMUNITY HIGH SCHOOL

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Estimados Padres/Guardianes,

El código de la escuela “095-0671 SB0641 sección de matriculación 5” requiere que se lleve a cabo un examen de visión para todos los estudiantes que asistirán por primera vez a una escuela en Illinois.

La ley establece que si el estudiante falla al presentar prueba que fue examinado de la visión, las escuela puede detener la tarjeta de informe del estudiante hasta que se presente una prueba de examen ocular.

Sin embargo, la ley también establece que si el Departamento de Salud Publica establece una exención para aquellos estudiantes que puedan demostrar que este examen de visión crearía una carga excesiva para la familia o igual que tenga falta de acceso a un médico que proporcione exámenes de visión ocular. Además los estudiantes también pueden ser exentos por razones religiosa.

Adjuntas con esta carta, encontrara dos formas. La primera forma es titulada como Examen Ocular. Debe ser completado por el médico en el momento del examen. Favor de regresarlo a la Oficina de Salud de la escuela.

La segunda forma es titulada como Renunciación al Examen Ocular. Si elige declarar que el examen será una carga excesiva por las razones mencionadas en el formulario de renunciación de examinación ocular. Este formulario deberá ser completado por la persona legalmente a cargo (Guardianes/Padres) del estudiante, favor de regresar esta forma a la Oficina de Salud.

Si el estudiante no cuenta con ningún tipo de seguro médico o cobertura de seguro de atención para exámenes de visión ocular, por favor póngase en contacto con la Oficina de Salud de la escuela para sugerencias.

Si usted tiene preguntas, favor de llamar la Oficina de Salud al (630)876-6245. Para preguntas en español pude llamar (630)876-6469. Muchas gracias.

Atentamente,

Nurse Cathy

326 JOLIET STREET
WEST CHICAGO, IL
60185

PHONE (630) 876-6200
FAX (630) 876-6241

www.d94.org

CHS D94
Community High School District 94

Dear Parent/Guardian:

Children need proper nutrition to learn. Community High School District 94 offers healthy milk and/or meals every school day. Your child(ren) may qualify for free milk and/or meals. To apply for free milk and/or meals, use the Household Eligibility Application, which is enclosed. We cannot approve an application that is not complete, so be sure to fill out all required information. If you do not qualify for free milk and/or meals, the current prices are: Lunch $ 4.75

Applications must be completed on the Mealtime website. For questions, please call: Fanny Lopez (630) 876-6310.

Your child(ren) may qualify for free milk and/or meals if your household income falls at or below the limits on this chart.

Income Eligibility Guidelines
[Effective from July 1, 2025 to June 30, 2026]

Household size	Federal poverty guidelines	Reduced Price Meals—185%					Free meals—130%				
	Annual	Annual	Monthly	Twice per month	Every two weeks	Weekly	Annual	Monthly	Twice per month	Every two weeks	Weekly
48 Contiguous States, District of Columbia, Guam, and Territories											
1	15,650	28,953	2,413	1,207	1,114	557	20,345	1,696	848	783	392
2	21,150	39,128	3,261	1,631	1,505	753	27,495	2,292	1,146	1,058	529
3	26,650	49,303	4,109	2,055	1,897	949	34,645	2,888	1,444	1,333	667
4	32,150	59,478	4,957	2,479	2,288	1,144	41,795	3,483	1,742	1,608	804
5	37,650	69,653	5,805	2,903	2,679	1,340	48,945	4,079	2,040	1,883	942
6	43,150	79,828	6,653	3,327	3,071	1,536	56,095	4,675	2,338	2,158	1,079
7	48,650	90,003	7,501	3,751	3,462	1,731	63,245	5,271	2,636	2,433	1,217
8	54,150	100,178	8,349	4,175	3,853	1,927	70,395	5,867	2,934	2,708	1,354
For each add'l family member, add	5,500	10,175	848	424	392	196	7,150	596	298	275	138

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free milk and/or meals. Use one Household Eligibility Application for all students in your household per district. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to the school.
2. **WHO CAN GET FREE MILK AND/OR MEALS?** All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), households receiving Temporary Assistance for Needy Families (TANF) and/or individual foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals, regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Children who meet the definition of homeless, runaway, or migrant also qualify for free meals. If you haven't been told your child will get free meals, please contact your school to see if your child(ren) qualifies.
3. **A MEMBER OF MY HOUSEHOLD RECEIVED SNAP OR TANF BENEFITS. THE SCHOOL SENT A LETTER STATING THAT MY CHILD IS AUTOMATICALLY APPROVED FOR FREE MILK AND/OR MEALS BASED ON DIRECT CERTIFICATION. DO I NEED TO DO ANYTHING MORE TO ENSURE THAT MY CHILD RECEIVES FREE MILK AND/OR MEALS?** No. You do not need to do anything more to receive free milk and/or meals for your child. If you have students not listed on the letter, contact the school immediately. If you do not wish to receive the free meals, you should follow the steps outlined in the letter from the school to notify school personnel immediately.
4. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school has already told you that your child is eligible for the new school year.
5. **I GET WIC. CAN MY CHILD(REN) GET FREE MILK AND/OR MEALS?** Children in households participating in WIC may be eligible for free milk and/or meals. Please fill out the enclosed application and return the completed application to the school.
6. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you saying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please contact your school.
7. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof.
8. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes. You may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free milk and/or meals if the household income drops below the income limit.
9. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You may also ask for a hearing by calling or writing the person listed above.
10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to apply.
11. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make $1,000 each month, but you missed some work last month and only made $900, put down that you made $1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime occasionally. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT**? Household members may not receive some types of income we ask you to report on the application or may not receive income at all. If this is the case, write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for SNAP, TANF, or other assistance benefits, contact your local Department of Human Services office or call (800) 843-6154 (voice) or (800) 447-6404 (TTY).

Estimado Padre/Tutor:

Los niños necesitan tener una alimentación para poder aprender. Community High School District 94 ofrece leche y/o comidas saludables cada día escolar. Su(s) hijo(s) puede(n) cumplir los requisitos para recibir leche y/o comidas gratis. Para solicitar leche y/o comidas gratis, use la Solicitud de Elegibilidad del Hogar que se encuentra adjunta. No podemos aprobar una solicitud incompleta, así que asegúrese de completar toda la información requerida. Si no cumple los requisitos para recibir leche y/o comidas gratis, los precios actuales son: almuerzo $ 4.75 . Las solicitudes deben completarse en el sitio web de Mealtime. Si tiene alguna pregunta, llame a Fanny Lopez al (630) 876-6310.

Sus hijos pueden cumplir los requisitos para recibir leche y/o comidas gratis si el ingreso de su hogar es igual o menor al que aparece en esta tabla.

Pautas de elegibilidad de ingresos
[Vigente desde el 1 de julio de 2025 hasta el 30 de junio de 2026]

Tamaño del hogar	Directrices federales sobre la pobreza	Comidas a precio reducido—185%					Comidas gratis—130%				
	Anual	Anual	Mensual	Dos veces al mes	Cada dos semanas	Semanalmente	Anual	Mensual	Dos veces al mes	Cada dos semanas	Semanalmente
48 estados contiguos, Distrito de Columbia, Guam y territorios											
1	15.650	28.953	2.413	1.207	1.114	557	20.345	1.696	848	783	392
2	21.150	39.128	3.261	1.631	1.505	753	27.495	2.292	1.146	1.058	529
3	26.650	49.303	4.109	2.055	1.897	949	34.645	2.888	1.444	1.333	667
4	32.150	59.478	4.957	2.479	2.288	1.144	41.795	3.483	1.742	1.608	804
5	37.650	69.653	5.805	2.903	2.679	1.340	48.945	4.079	2.040	1.883	942
6	43.150	79.828	6.653	3.327	3.071	1.536	56.095	4.675	2.338	2.158	1.079
7	48.650	90.003	7.501	3.751	3.462	1.731	63.245	5.271	2.636	2.433	1.217
8	54.150	100.178	8.349	4.175	3.853	1.927	70.395	5.867	2.934	2.708	1.354
Por cada miembro adicional de la familia, agregue	5.500	10.175	848	424	392	196	7.150	596	298	275	138

1. **¿NECESITO LLENAR UNA SOLICITUD PARA CADA HIJO?** No. Complete la solicitud para pedir leche y/o comidas gratis. Use una Solicitud de Elegibilidad del Hogar para todos los estudiantes en su hogar por distrito. No podemos aprobar una solicitud incompleta, así que asegúrese de completar toda la información requerida. Devuelva la aplicación completa a la escuela.
2. **¿QUIÉN PUEDE OBTENER LECHE Y/O COMIDAS GRATIS?** Todos los niños en hogares que reciban beneficios del Programa de Asistencia Nutricional Suplementaria (SNAP, por sus siglas en inglés), la Asistencia Temporal para Familias Necesitadas (TANF, por sus siglas en inglés) y/o son niños de acogida que están bajo la responsabilidad legal de una agencia de acogida o de un tribunal cumplen los requisitos para recibir comidas gratis, independientemente de sus ingresos. Además, sus hijos pueden recibir comidas gratis si el ingreso bruto de su hogar está dentro de las Pautas de Elegibilidad de Ingresos Federales. Los niños que cumplen con la definición de niños sin hogar, fugados o migrantes también cumplen los requisitos para recibir comidas gratis. Si no le han informado que su(s) hijo(s) recibirá(n) comidas gratuitas, comuníquese con su escuela para saber si cumple(n) los requisitos.
3. **UN MIEMBRO DE MI HOGAR RECIBIÓ BENEFICIOS DE SNAP O TANF. LA ESCUELA ENVIÓ UNA CARTA AFIRMANDO QUE MI HIJO(A) ESTÁ APROBADO(A)AUTOMÁTICAMENTE PARA RECIBIR LECHE Y/O COMIDAS GRATUITAS POR CERTIFICACIÓN DIRECTA. ¿DEBO HACER ALGO MÁS PARA ASEGURARME DE QUE MI HIJO(A) RECIBA LECHE Y/O COMIDAS GRATIS?** No. Usted no necesita hacer nada más para recibir leche y/o comidas gratis para su hijo(a). Si tiene estudiantes que no estén incluidos(as) en la carta, comuníquese con la escuela inmediatamente. Si no desea recibir las comidas gratuitas, debe seguir los pasos descritos en la carta de la escuela para notificar al personal de la escuela de inmediato.
4. **LA SOLICITUD DE MI HIJO(A) FUE APROBADA EL AÑO PASADO. ¿NECESITO LLENAR UNA NUEVA SOLICITUD?** Sí. La solicitud de su hijo(a) solo es válida para ese año escolar y para los primeros días de este año escolar. Usted debe enviar una nueva solicitud, a menos que la escuela le haya dicho que su hijo(a) cumple los requisitos para el nuevo año escolar.
5. **RECIBO WIC. ¿MI(S) HIJO(S) PUEDE(N) OBTENER LECHE Y/O COMIDAS GRATIS?** Los niños en hogares que participan en WIC pueden cumplir los requisitos para recibir leche y/o comidas gratis. Por favor, complete la solicitud adjunta.
6. **¿ CÓMO SÉ SI MIS HIJOS CALIFICAN COMO NIÑOS SIN HOGAR, MIGRANTES O FUGADOS?** ¿Los miembros de su hogar carecen de un domicilio permanente? ¿Su familia está viviendo en un refugio, hotel u otra vivienda temporal? ¿Su familia se muda por temporadas? ¿Alguno de los niños que vive con usted ha decidido abandonar su familia o hogar anterior? Si considera que hay niños en su hogar que cumplen estos requisitos y a usted no le han dicho que sus hijos recibirán comidas gratuitas, comuníquese con su escuela.
7. **¿ LA INFORMACIÓN QUE PROPORCIONE SERÁ VERIFICADA?** Sí. También podemos pedirle que envíe una prueba escrita.
8. **SI NO CUMPLO LOS REQUISITOS EN ESTE MOMENTO, ¿PUEDO PRESENTAR UNA SOLICITUD MÁS ADELANTE?** Sí, puede presentar una solicitud en cualquier momento durante el año escolar. Por ejemplo, los niños con un padre o tutor que quede desempleado pueden cumplir los requisitos para recibir comidas gratis o con precio reducido si el ingreso del hogar cae por debajo del límite de ingresos.
9. **¿QUÉ SUCEDE SI NO ESTOY DE ACUERDO CON LA DECISIÓN DE LA ESCUELA SOBRE MI SOLICITUD?** Usted debe hablar con los funcionarios de la escuela. También puede solicitar una audiencia llamando o escribiendo a la persona mencionada anteriormente.
10. **¿ PUEDO PRESENTARUNA SOLICITUD SI ALGUIEN EN MI HOGAR NO TIENE LA CIUDADANÍA ESTADOUNIDENSE?** Sí. Usted o su(s) hijo(s) no tienen que ser ciudadanos estadounidenses para presentar una solicitud.
11. **¿A QUIÉNES DEBO INCLUIR COMO MIEMBROS DE MI HOGAR?** Usted debe incluir a todas las personas que vivan en su hogar, ya sean familiares o no (como abuelos, otros parientes o amigos), que compartan ingresos y gastos. Usted y todos los niños que vivan en su hogar deben ser incluidos. Si vive con personas que son económicamente independientes (por ejemplo, personas a las que no mantiene, que no comparten ingresos con usted o sus hijos, y que pagan una parte prorrateada de los gastos), no las incluya.
12. **¿QUÉ SUCEDE SI MI INGRESO NO ES SIEMPRE EL MISMO?** Registre el monto que recibe normalmente. Por ejemplo, si normalmente gana $1000 por mes, pero faltó al trabajo el mes pasado y solo ganó $900, anote que ganó $1000 por mes. Si normalmente recibe un ingreso por horas extras, inclúyalo, pero no lo incluya si solo trabaja horas extras en algunas ocasiones. Si ha perdido un empleo o le han reducido las horas trabajadas o el salario, use sus ingresos actuales.
13. **¿QUÉ SUCEDE SI ALGUNOS MIEMBROS DEL HOGAR NO TIENEN INGRESOS QUE DECLARAR**? Es posible que los miembros del hogar no reciban algunos tipos de ingresos que le pedimos que declare en la solicitud, o puede que no reciban ningún ingreso. Siempre que esto ocurra, escriba un 0 en el campo correspondiente. Sin embargo, si los campos de ingresos se dejan vacíos o en blanco, también se contarán como ceros. Tenga cuidado al dejar los campos de ingresos en blanco, ya que asumiremos que tuvo la intención de hacerlo.
14. **PERTENECEMOS A LAS FUERZAS ARMADAS. ¿DEBEMOS DECLARAR NUESTROS INGRESOS DE FORMA DIFERENTE?** Su salario básico y sus bonos en efectivo deben ser declarados como ingresos. Si obtiene algún subsidio en efectivo para vivienda fuera de la base, comida o ropa, también se debe incluir como ingreso. Sin embargo, si su vivienda es parte de la Iniciativa de Privatización de Viviendas para Militares, no incluya su subsidio para vivienda como ingreso. Cualquier pago por combate adicional resultante del despliegue de tropas también se excluye de los ingresos.
15. **MI FAMILIA NECESITA MÁS AYUDA. ¿HAY OTROS PROGRAMAS PARA LOS CUALES PODRÍAMOS PRESENTAR UNA SOLICITUD?** Para averiguar cómo puede solicitar SNAP, TANF u otros beneficios de asistencia, comuníquese con su oficina local del Departamento de Servicios Humanos o llame al (800) 843-6154 (voz) o al (800) 447-6404 (TTY).

Getting Started

MealTime Apply Online™
Applications for Free & Reduced Meals

Easy, Secure Online Applications

With MealTime Apply Online, filling out and submitting a free/reduced school lunch application is a quick and easy 2-step process. First, you'll need to create a profile for yourself. Then just log in and start your application:

Step 1: Create a Profile

- **Go to**: www.mymealtime.com/apps
- **Create a Profile.** If you already have a My MealTime account, use your existing username and password to log in. If not, click the 'Create a Profile' button and use the onscreen form to create your Apply Online account with your own unique username and password.

Step 2: Start Your Application

- **Click the blue 'New Application' button,** as shown in the screen shot on the right, to start your application. Each step in the process is explained onscreen.
- **Add your student(s) to the application.** When adding your student(s) to the application, you will need their first name and their student ID number. **This number is provided to you by your student's school.**

Apply Online uses these arrow symbols to enable you to navigate through your application. After each step, click the right-facing arrow to move forward to the next step. Click the left-facing arrow if you need to return to a previous page.

After your application has been signed and submitted, someone from your student's school will be in contact with you to inform you of your determination.

Thank you for using MealTime Apply Online!

MealTime/The CLM Group, Inc. | 10200 SW Greenburg Rd. Suite 360 | Portland, OR 97223

Introducción

MealTime Apply Online™
Applications for Free & Reduced Meals

Solicitudes en línea fáciles y seguras

Con MealTime Apply Online, completar y enviar una solicitud de almuerzo escolar gratuito o con el precio reducido es un proceso de 2 pasos fácil y rápido. Primero, necesitará crearse un perfil. Luego, solo inicie sesión y comience su solicitud:

Paso 1: Crear un perfil

- **Ir a:** www.mymealtime.com/apps.
- **Crear un perfil.** Si ya tiene una cuenta My MealTime, use su nombre de usuario y contraseña vigentes para iniciar sesión. Si no, presione el botón 'Create a Profile' (Crear un perfil) y use el formulario en pantalla para crear su cuenta Apply Online con su nombre de usuario y contraseña únicos.

Paso 2: Comience su solicitud

- **Presione el botón azul 'New Application' (Nueva solicitud),** como se muestra en la captura de pantalla a la derecha, para comenzar su solicitud. Cada paso del proceso se explica en pantalla.
- **Agregue los estudiantes a la solicitud.** Cuando los agregue a la solicitud, necesitará el primer nombre y el número de identificación de los estudiantes. **La escuela del estudiante le proveerá este número.**

Apply Online tiene flechas que le permiten navegar a través de la solicitud. Luego de cada paso, presione la flecha hacia la derecha para dirigirse al próximo paso. Presione la flecha hacia la izquierda si necesita volver a la página anterior.

Luego de firmar y enviar su solicitud, alguien de la escuela del estudiante se contactará con usted para informarle la determinación.

¡Gracias por usar MealTime Apply Online!

MealTime/The CLM Group, Inc. | 10200 SW Greenburg Rd. Suite 360 | Portland, OR 97223

Notification of Parent Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [West Chicago Community High School ("School")] receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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 school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Aviso de los derechos de los padres según FERPA

La Family Educational Rights and Privacy Act (Ley de derechos educativos y privacidad familiar, FERPA) da a los padres y a los estudiantes mayores de 18 años (“estudiantes elegibles”) ciertos derechos con respecto al registro educativo del estudiante. Esos derechos son:

1. El derecho a inspeccionar y revisar el expediente escolar del estudiante en el plazo de 45 días después del día en que [West Chicago Community High School (la “Escuela”)] recibe una solicitud de acceso. Los padres o los estudiantes elegibles que quieran revisar el registro de su hijo o su registro escolar deben enviar al director de la escuela [o al representante de la escuela correspondiente] una solicitud por escrito que identifique el expediente que quieren revisar. El representante de la escuela coordinará el acceso e informará al padre/madre o estudiante elegible de la hora y el lugar donde pueden revisar el expediente.

2. El derecho a solicitar la modificación de la información en el expediente escolar del estudiante que el padre/madre o el estudiante elegible crea que es inexacta, engañosa o que viola los derechos de privacidad del estudiante según FERPA. Los padres o los estudiantes elegibles que quieran pedir a la [Escuela] que modifique el expediente escolar o el de su hijo deben escribirle al director de la escuela [o al representante de la escuela correspondiente], identificar claramente la parte del expediente que quieren modificar y especificar por qué debe modificarse. Si la escuela decide no enmendar el expediente según lo solicitado por el padre/madre o el estudiante elegible, la escuela informará al padre/madre o estudiante elegible sobre la decisión y su derecho a una audiencia con respecto a la solicitud de enmienda. Se dará más información sobre los procedimientos de la audiencia al padre/madre o estudiante elegible cuando se le notifique el derecho a una audiencia.

3. El derecho a dar el consentimiento por escrito antes de que la escuela revele la información de identificación personal (PII) del expediente escolar del estudiante, excepto en la medida en que FERPA autorice la revelación sin consentimiento. Una excepción, que permite la revelación sin consentimiento, es la revelación a representantes de la escuela con intereses educativos legítimos. Los criterios para determinar quién constituye un representante de la escuela y qué constituye un interés educativo legítimo deben establecerse en el aviso anual de la escuela o distrito escolar para los derechos según FERPA. Un representante de la escuela generalmente incluye a una persona empleada por la escuela o el distrito escolar como administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo el personal médico o de salud y el personal de la unidad de las fuerzas de orden público) o una persona que forma parte de la junta escolar.
   Un representante de la escuela también puede incluir a un voluntario, contratista o consultor que, aunque no es un empleado de la escuela, da un servicio o tiene un papel institucional para el que la escuela usaría a sus propios empleados y que esté bajo el control directo de la escuela con respecto al uso y mantenimiento de la PII en los registros escolares, como un abogado, auditor, consultor médico o terapeuta; un padre/madre o estudiante que se ofrece como voluntario para servir en un comité oficial, como un comité disciplinario o de quejas; o un padre/madre, estudiante u otro voluntario que ayuda a otro representante de la escuela a hacer sus tareas. Un representante de la escuela generalmente tiene un interés educativo legítimo si el representante necesita revisar un expediente escolar para cumplir su responsabilidad profesional. Cuando se solicite, la escuela revelará los registros escolares sin consentimiento a los representantes de otra escuela o distrito escolar en el que un estudiante busca o tiene la intención de inscribirse o ya está inscrito, si la revelación es para fines de inscripción o transferencia del estudiante. [NOTA: FERPA exige que una escuela o distrito escolar haga un intento razonable por informar al padre/madre o al estudiante sobre la solicitud del registro, a menos que indique en su aviso anual que tiene la intención de enviar los registros cuando se soliciten o cuando la revelación la inicie el padre/madre o el estudiante elegible.]

4. El derecho a presentar una queja ante el Departamento de Educación de los EE. UU. sobre presuntos incumplimientos de la [Escuela] relacionados con el cumplimiento de los requisitos de FERPA. El nombre y dirección de la Oficina que administra FERPA son:

   Student Privacy Policy Office
   U.S. Department of Education

   400 Maryland Avenue, SW
   Washington, DC 20202

Vea la lista abajo de las revelaciones que las escuelas primarias y secundarias pueden hacer sin consentimiento.

FERPA permite la revelación de la PII de los registros escolares de los estudiantes, sin el consentimiento de los padres o del estudiante elegible, si la revelación cumple ciertas condiciones estipuladas en la Sección 99.31 de las reglamentaciones de FERPA. A excepción

de las revelaciones a representantes de la escuela, las revelaciones relacionadas con algunas órdenes judiciales o citaciones emitidas legalmente, las revelaciones de información de directorio y las revelaciones a los padres o al estudiante elegible, Sección 99.32 de las reglamentaciones de FERPA exige que la escuela registre la revelación. Los padres y los estudiantes elegibles tienen derecho a inspeccionar y revisar el registro de revelaciones. Una escuela puede revelar la PII del expediente escolar de un estudiante sin obtener el consentimiento previo por escrito de los padres o del estudiante elegible:

- A otros representantes de la escuela, incluyendo los maestros, en la agencia o institución educativa que la escuela haya determinado que tienen intereses educativos legítimos. Eso incluye contratistas, consultores, voluntarios u otras partes a quienes la escuela haya subcontratado para prestar servicios o tener funciones institucionales, siempre que se cumplan las condiciones mencionadas en las Secciones 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*). (Sección 99.31(a)(1))
- A los representantes de otra escuela, sistema escolar o institución de educación superior donde el estudiante busca o tiene la intención de inscribirse, o donde el estudiante ya está inscrito si la revelación tiene fines relacionados con la inscripción o transferencia del estudiante, sujeto a los requisitos de la Sección 99.34. (Sección 99.31(a)(2))
- A los representantes autorizados del contralor general de los EE. UU., el fiscal general de los EE. UU., el secretario de educación de los EE. UU. o las autoridades educativas estatales y locales, como la agencia educativa estatal (SEA) en el estado del padre/madre o del estudiante elegible. Se pueden hacer revelaciones según esta disposición, sujetas a los requisitos de la Sección 99.35, en relación con una auditoría o evaluación de programas educativos que reciben el apoyo del gobierno federal o estatal, o para la aplicación o el cumplimiento de los requisitos legales federales que se relacionan con esos programas. Esas entidades pueden hacer más revelaciones de la PII a entidades externas designadas por ellas como sus representantes autorizados para hacer cualquier actividad de auditoría, evaluación o aplicación o cumplimiento en su nombre, si se cumplen los requisitos aplicables. (Secciones 99.31(a)(3) y 99.35)
- En relación con la ayuda económica que el estudiante solicita o recibe, si la información es necesaria para determinar la elegibilidad para la ayuda, determinar la cantidad de la ayuda, determinar las condiciones de la ayuda o hacer cumplir los términos y condiciones de la ayuda. (Sección 99.31(a)(4))
- A los representantes o autoridades estatales y locales a quienes se les permite específicamente reportar o revelar información según un estatuto estatal que concierne al sistema de justicia juvenil y la capacidad del sistema para servir de manera efectiva, antes de la adjudicación, al estudiante cuyo expediente se reveló, sujeto a Sección 99.38. (Sección 99.31(a)(5))
- A organizaciones que hacen estudios para la escuela o en su nombre, con el fin de: (a) desarrollar, validar o administrar las pruebas predictivas; (b) administrar los programas de ayuda estudiantil; o (c) mejorar la educación, si se cumplen los requisitos aplicables. (Sección 99.31(a)(6))
- A las organizaciones acreditadoras para hacer sus funciones de acreditación. (Sección 99.31(a)(7))
- A los padres de un estudiante elegible si el estudiante es dependiente, para propósitos fiscales del IRS. (Sección 99.31(a)(8))
- Para cumplir una orden judicial o citación emitida legalmente si se cumplen los requisitos aplicables. (Sección 99.31(a)(9))
- A los representantes correspondientes en relación con una emergencia de salud o seguridad, sujeto a la Sección 99.36. (Sección 99.31(a)(10))
- Información que la escuela designó como “información de directorio” si se cumplen los requisitos aplicables según la Sección 99.37. (Sección 99.31(a)(11))
- A un trabajador social de una agencia u otro representante de una agencia de bienestar infantil estatal o local u organización tribal que esté autorizado para acceder al plan del caso de un estudiante cuando dicha agencia u organización sea legalmente responsable, de acuerdo con la ley estatal o tribal, del cuidado y la protección del estudiante en colocación de crianza temporal. (20 U.S.C. Sección 1232g(b)(1)(L))
- Al secretario de Agricultura o a los representantes autorizados del Servicio de Alimentación y Nutrición con el fin de hacer el monitoreo, las evaluaciones y tomar las medidas de desempeño de los programas autorizados según Ley Nacional de Almuerzo Escolar Richard B. Russell o Child Nutrition Act (Ley de Nutrición Infantil) de 1966, bajo ciertas condiciones. (20 de U.S.C. Sección 1232g(b)(1)(K))

326 Joliet Street
West Chicago, IL 60185
P: 630.876.6200
F: 630.876.6217

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Throughout the school year, the Student Services Department at West Chicago Community High School facilitates many small psychoeducational groups for students. The purpose of these groups is to help students build their academic and non-cognitive skills so that they can be successful in school and life. Groups often provide students with extra support in motivation, goal setting, and other skills that support academic success.

Students who struggle may be recommended to participate in a small group at some point during the school year. This recommendation may be based on struggles related to academics, attendance, behavior, or social emotional wellness. These areas are vital to academic success, as is communication between the home and school environments. Student Services staff (School Counselors, School Social Workers) are available to consult with you throughout the school year regarding any concerns you may have about your child.

These groups will meet during school hours and will be facilitated by two Student Services department members. The groups will take place during den or during one class period a week and generally run for a total of six to eight weeks. In an effort to reduce missing the same class more than once, groups will meet during alternating periods each week. Teachers will be notified of student participation and students will be instructed to communicate with teachers regarding missed classwork. If you have any questions or concerns about your child participating in one of these groups, please contact your child's school counselor at 630-876-6305.

Student Services
630-876-6305

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A lo largo del año escolar, el Departamento de Servicios Estudiantiles de West Chicago Community High School facilita muchos grupos pequeños psicoeducativos para los estudiantes. El propósito de estos grupos es ayudar a los estudiantes a desarrollar sus habilidades académicas y no cognitivas para que puedan tener éxito en la escuela y en la vida. Los grupos suelen brindar apoyo adicional en áreas como la motivación, el establecimiento de metas y otras habilidades que respaldan el éxito académico.

A los estudiantes que enfrentan dificultades se les puede recomendar participar en un grupo pequeño en algún momento del año escolar. Esta recomendación puede basarse en dificultades relacionadas con el rendimiento académico, la asistencia, el comportamiento o el bienestar socioemocional. Estas áreas son fundamentales para el éxito académico, al igual que la comunicación entre el hogar y la escuela. El personal de Servicios Estudiantiles (Consejeros Escolares, Trabajadores Sociales Escolares) está disponible para consultarle durante todo el año escolar respecto a cualquier inquietud que tenga sobre su hijo(a).

Estos grupos se reunirán durante el horario escolar y estarán facilitados por dos miembros del Departamento de Servicios Estudiantiles. Los grupos se llevarán a cabo durante el periodo de “den” o durante una clase a la semana, y generalmente tienen una duración total de seis a ocho semanas. Para reducir la pérdida de la misma clase más de una vez, los grupos se reunirán en periodos alternos cada semana. Los maestros serán notificados sobre la participación del estudiante y se instruirá a los estudiantes a comunicarse con sus maestros respecto al trabajo perdido. Si tiene alguna pregunta o dudas sobre la participación de su hijo(a) en uno de estos grupos, por favor comuníquese con el consejero escolar de su hijo(a) al 630-876-6305.

el Departamento de Servicios Estudiantiles
630-876-6305