



2025-2026
WEST AURORA HIGH SCHOOL

Student Handbook



**West Aurora High School
2025-2026
Student Handbook**

Welcome to the 2025 - 2026 School Year

The purpose of this handbook is to familiarize students and families with the most current procedures and expectations needed to keep our buildings operating in a safe and orderly manner. Any updates or changes to these procedures will be communicated in multiple media formats, including an update to this document. Access to the student handbooks and Student Rights and Responsibilities can be found on the district and individual school websites. If you would like a printed copy, please contact your child's school office and they can assist you.

Our entire staff would like to welcome our new and returning students to a new and exciting school year in School District 129, where we embrace the curiosity, complexity, and joy of learning!

Student Support Resources

National Suicide Prevention Lifeline
9-8-8

Suicide Prevention Services (Batavia)
630-482-9699

National Crisis Counseling Text Line
Text HOME to 741741

SAFE2HELP Illinois
Seek Help Before Harm
1-844-4-SAFEIL
Text - 72332

Download the SAFE2HELP Illinois mobile app
Bookmark the page: www.safe2helpIL.com

ATTENDANCE & ABSENCE REPORTING

Absence Reporting Procedures (full or partial day)

Consistent attendance is crucial for the academic and social-emotional growth of every student. We understand that there are times when a student may need to miss school due to appointments, family emergencies, or illness. If your child is unable to attend school, we kindly ask that parents/guardians contact the attendance line before 9:30 a.m. to report the absence, late arrival, or early release request.

In order to maintain a healthy and safe school environment, we request that parents/guardians provide the reason for each absence when contacting the attendance line. Specifically, providing information about illness symptoms helps us make informed decisions and communicate effectively with the community. Additionally, we encourage parents/guardians to provide any relevant notes from the appropriate agency or healthcare provider to document the reason for the absence.

If your child needs to leave school for an appointment, they should obtain an admit slip from their House upon returning. We also ask that you continue sending your child to school even if they are mildly ill, unless they are too unwell to attend. If a student becomes too sick during the day, we will promptly send them home to recover.

Please note that students who are absent for 15 consecutive school days without a valid reason will be withdrawn from the school district. If re-enrollment is necessary, please contact the registration office at registration@sd129.org or call 630-301-5050. Re-enrollment does not guarantee placement in the same schedule or school of residence.

Your cooperation in keeping us informed about student absences is essential to maintaining a healthy, safe, and supportive learning environment.

Ambition (A-Cor)	630-301-6791
Character (Cos-Gom)	630-301-6792
Honor (Gon-Mar)	630-301-6793
Pride (Mas-Ris)	630-301-6794
Tradition (Rit-Z)	630-301-6795

Requesting a pre-arranged absence

When an absence is known ahead of time, a parent/guardian should contact the school three days prior to the absence. Official documentation of the absence (court documents, medical notes, etc.) should be supplied to the student's House prior to or upon return of the pre-arranged absence.

Early release request

A parent/guardian must contact the attendance line in their student's House to schedule an early release. No early release requests will be accommodated after 1:00 pm for a same-day release.

Excused Absences - A parent or guardian must authorize all student absences and notify the school either in advance or at the time of the absence. A student's absence will be considered excused if it falls under one of the following categories.

While absences may be excused, it's important to note that even when a student is absent for a valid reason, they miss out on valuable learning and classroom engagement. Regular attendance is critical for academic success, and we encourage families to ensure students are in school whenever possible to avoid falling behind.

- Personal illness
- Mental or behavioral health related absence
- Pregnancy/postpartum
- Serious family emergency
- Death in the family
- Attendance at religious classes and/or holidays that were approved beforehand
- Attendance at a civic event, by a middle or high school student, that was approved beforehand
- Medical, Dental, and/or Vision appointments documented by qualified medical personnel
- Circumstances causing reasonable concern to the parent/guardian for emotional, mental, or physical safety or health of the student
- District transportation failures
- Prearranged absences approved by building administration – *For example: Students of voting age may be excused for up to two hours to exercise their right to vote in local, state, and/or federal elections.*
- Students in grades 6-12 who sound "Taps" at a military honors funeral for a deceased veteran
- When a student's parent/guardian, who is an active duty member or member of the uniformed services, has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

Students absent for a valid cause (excused absence) may make up missed homework and classwork assignments in a reasonable timeframe.

Unexcused Absences - Absences that do not fall under the excused categories will be considered unexcused and may result in interventions or consequences as outlined in district policy. Examples of unexcused absences include, but are not limited to:

- Skipping class or another unauthorized absence from a classroom or other assigned area
- Any full-day absence not reported by a parent or guardian
- Personal or avoidable absences and appointments
- Oversleeping or missing the bus
- Babysitting or taking care of siblings
- Family vacations
- Non-school-sponsored activities or trips
- Failure to provide proper documentation for an absence that requires approval
- Any false call made by someone other than a parent or guardian or other authorized adult

THE BOOKSTORE, LOST AND FOUND & TEXTBOOK REPAIRS

Workbooks, school supplies, spirit wear, PE uniforms, etc. are available for purchase by students at the bookstore. The store is open from 7:10-7:30 a.m., during lunch hours and after school. The Lost and Found is also located at door 16A. There will be a charge for any damage to a textbook, removal of the textbook barcode label, or rebinding of any textbook due to student damage.

CAFETERIA

Students are required to remain in the cafeteria during their assigned lunch periods. Leaving the cafeteria without permission will result in disciplinary action. To maintain an orderly and healthy environment, students are responsible for keeping their tables, chairs, and floor areas free of litter as well as cooperating with cafeteria supervisors. Free and reduced lunches are available to eligible students. Eligibility of the Free and Reduced Lunch Program is accessible on the district's website, www.sd129.org.

CELL PHONE AND SMART TECHNOLOGY

OFF AND AWAY IN LEARNING SPACES AND PRIVATE PLACES! Personal electronic devices, if brought to school, must be silenced and stored in a backpack, locker, or purse in all learning spaces and private spaces and should not disrupt the educational environment. Students are allowed to use their devices in areas designated by the school's administration (i.e.: passing period, cafeteria, study halls, IAs, and library). In case of an urgent need to speak to your student during the day, please contact the school directly.

Electronic devices may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device will be confiscated and may be searched if there is reasonable suspicion that its contents are directly related to sexting or other policy violations. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic devices provided by District 129 should be stored in protective coverings to prevent damage from dropping or improper storage. Students may carry their devices in their backpacks during the school day.

Please note that the District assumes no responsibility for lost, stolen, or damaged items.



Electronic Device Grade Level Permissions	
Elementary:	At the elementary level, smartphones, cell phones, earbuds/headphones, and other electronic devices must be turned off and kept out of sight for the entire school day. Using the device in the hallway or lunch room is not permitted.
Middle School:	At the middle school level, smartphones, cell phones, earbuds/headphones, and other electronic devices must be turned off and kept out of sight for the entire school day. Using the device in the hallway or lunch room is not permitted.
High School:	At the high school level, smartphones, cell phones, earbuds/headphones, and other electronic devices must be kept out of sight, such as in a backpack, purse, locker, or designated area provided by the school in all learning spaces. Using the device during passing periods and assigned lunch periods is permitted.

CLASS RANK

Class of 2024 and beyond: Students will be honored based on the Latin Honor System. Honors diplomas are issued to seniors at the end of eight semesters. Final cumulative GPA of 3.75-3.99 will receive a Cum Laude diploma, a Magna Cum Laude diploma is issued for a cumulative GPA of 4.0-4.29, and a Summa Cum Laude diploma is issued to students with a cumulative GPA of 4.25 and above.

CLOSED CAMPUS

Students may not leave the school building without written permission during the school day. Leaving campus without permission and/or opening exit/entrance doors is a school safety violation and will result in disciplinary action.

COMMUNITY AGENCY SUPPORT

IRIS is an agency that collaborates with District 129 to align families with service providers who work together to support people in our community. If you are interested in working with one of our related service professionals to be referred to IRIS, please use the link below to access the consent form. The link can also be found on our district's website, www.sd129.org.

By completing and signing this form, you agree that District 129 can use an online system called IRIS to refer you to the programs and resources you choose. If you agree, your name and date of birth will be shared with service providers in the online system. Your date of birth will be used for identification purposes only. Other personal information will be shared only with staff at the program(s) we refer you to and the local IRIS Data Manager(s). They will only use your family's personal information to coordinate services by sending a referral or contacting you to offer services. This personal information may include:

- Details about you and/or your family that will help the program(s) understand your needs (Ex: household information, services requested, other programs you are referred to, etc.).
- Information that will help the program(s) know how to best contact you.
- Information about assessments you receive (Ex: answers to questions about housing needs, tobacco use, prenatal care, etc.)

CONTACTING A TEACHER

There is an online service available to parents/guardians and students to monitor academic progress and attendance as well as to contact teachers. The Schoology link can be accessed by logging onto the district's website at (app.schoology.com). For additional information, please contact your student's House.

COURSE DROP/LEVEL CHANGE PROCEDURE

As a school, we encourage all students to take course selection seriously. Each year when a student meets with his/her school counselor, that course request is to be considered final. A student's transcript should accurately reflect the school's curriculum and challenge a student academically to prepare him/her for their post-secondary plan. It is also the belief that students should balance their academic workload and participate in school and community activities. The goal of West Aurora High School is to prepare students to be well-rounded citizens who are prepared for a post-secondary education and career.

If a student feels that they have committed to a course that no longer reflects what is best for their academic plan of action, they may request a change by contacting their counselor within the first 10 days of the semester. The counselor will then consult with the student's past and present teachers and determine if the request will be granted. If granted, the student's transcript will not negatively reflect the change. A student may not drop a course for the purpose of a late start or early release. Adding a course is based on availability.

If a circumstance arises between days 11 and 32 of the semester, a student may still appeal to the counselor for a course change. If the change is granted, a grade of NC (no credit) will be reflected on the transcript with no impact on the student's GPA/RIC.

After day 33, a grade of WF (withdrawn with a grade of F) will be awarded and the F will average into the student's GPA/RIC.

COURSEWORK

Coursework and homework are integral parts of learning at West Aurora High School. Students are responsible for the completion of work whether they are present at school, learning remotely, or absent. Absences and their respective make-up requirements are as follows:

1. General Absence: Students have the right to earn full credit for make-up assignments due to excused absences providing they:

- a. Request homework on or before the day he/she returns to school.
- b. Establish a timeline with the teacher for the completion of work.
- c. Complete the work within the determined timeline.
- d. Obtain notes missed in class from a classmate.

2. Out-of-School Suspensions

Students, who receive an out-of-school suspension, are responsible for requesting and making up the homework missed while on suspension. A parent/guardian may pick up homework during the suspension. The teacher will supply the student with instructions to complete the missing day's work. The amount of time given to make up homework is equal to the number of days suspended out of school. If, after that time, the work is not made up, credit will not be given for the missed assignments. If students are aware of projects/due dates before suspension, students are expected to turn their work in on the due date. Students should not expect teachers to duplicate instruction or provide private tutoring for missed coursework.

3. Extended absences

Upon return from an absence of more than 10 consecutive days, the student and parent should contact the Student's House and request a conference to address make-up work.

4. Truancy

Credit will not be given to students who are considered to be habitual truants.

CRISIS RESPONSE

District 129 works with a broad-based team representing law enforcement, emergency services, community agencies, and others to continually improve response to emergency situations. In the event of an emergency, communication will be broadcast to parents/guardians via automated phone, email, text messaging, and social media. Please follow the instructions communicated in those communications to help our school staff mitigate the emergency.

School safety drills will be scheduled at times established by the school's administration. A minimum of the following will occur each school year:

- 3 evacuation drills
- 4 accountability drills
- 2 severe weather drills
- 3 ALICE drills (1 with law enforcement present)
- 1 bus evacuation drill

The district's school safety team firmly believes that providing regular opportunities to practice safety measures is essential for the well-being of students, staff, and the entire school community. Therefore, all school safety drills will be announced to students beforehand, and there will be no use of look-alike weapons or frightening tactics during these exercises. Please familiarize yourself with the school safety directives listed below. When the school or district initiates any of the safety directives, a notice will be sent to the appropriate targeted parent/guardian group.

District 129's School Safety Directives

- **SECURE THE BUILDING AND TEACH**

Initiated when there is a hazard outside the school building. This is NOT a lockdown.

- **HOLD-IN-PLACE AND TEACH**

Initiated when an incident is occurring within the school (medical, escalating student, or other non-life threatening concern). This is NOT a lockdown.

- **EVACUATION**

Initiated when a hazard inside (fire, gas leak, chemical spill) requires relocating outside of the building.

- **SEVERE WEATHER** (Tornado Warning/High winds 70+ MPH)

Initiated when the weather requires relocating within the school to the designated shelter areas.

- **ALICE-ALICE-ALICE**

Initiated when there is an active threat of a person with a firearm or any other weapon capable of causing death or great bodily harm. This is the highest level of building security.

DANCES

To attend West Aurora High School dances, students must meet behavioral criteria determined by the building administration. Students may obtain a guest pass if they wish to bring a guest to a school dance. Guests must be in at least 9th grade and under the age of 21. Before admittance to the dance, West Aurora High School students and guests must present valid school/picture IDs. Appropriate dress is expected at all times. Students who dress in a manner that is inappropriate at a school function will be requested to adjust such clothing to conform to expected levels of good taste and style. Students will not be permitted

admittance to the dance one hour after the dance starts and parents are responsible for making sure their student is picked up after the dance.

DISCIPLINARY ACTIONS

Students are required to abide by the Student Rights and Responsibilities Code while in attendance at West Aurora High School. Any student who violates the Code will receive disciplinary actions associated with the infraction. *See Student Rights and Responsibilities.*

CELL PHONES AND SMART TECHNOLOGY

OFF AND AWAY, IN LEARNING SPACES! Personal electronic devices, if brought to school, must be silenced and put away during all academic classes. Students are allowed to use their devices in areas designated by the school's administration, before and after school hours, and during school events. In case of an urgent need to speak to your student during the day, please contact the school directly.

To maintain a safe and focused learning environment, students are encouraged to refrain from bringing personal electronic devices to school due to the potential risks of vandalism, theft, or loss. Please note that the District assumes no responsibility for lost, stolen, or damaged items.

Electronic devices may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device will be confiscated and may be searched if there is reasonable suspicion that its contents are directly related to sexting or other policy violations. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic devices provided by District 129 should be stored in protective coverings to prevent damage from dropping or improper storage. Students may carry their devices in their backpacks during the school day.

CONTENT FILTERING/GAGGLE

District 129 uses Gaggle's content filtering platform to ensure a safe and productive online learning environment for all students. Gaggle monitors digital communications and activities on district-owned devices and those connected to our network to protect against inappropriate content, cyberbullying, and potential threats of harm. This monitoring helps maintain a secure and supportive educational setting.

If there are any student-specific concerns, a school administrator or social-emotional support staff member will notify parents. If a parent is unavailable or unreachable, a local police officer may assist by conducting a wellness check on the student or family at home.

EMERGENCY CLOSING INFORMATION

In the event District 129 finds it necessary to close or implement an early or late dismissal at one or more of its school buildings due to inclement weather, a health emergency, or other unforeseen circumstances, parents/guardians will be notified via either automated phone, email, text messaging, and/or social media.

ENTERING AND EXITING THE BUILDING

Before the start of the school day, students should enter the building through Door 9, 16A, and 22.

After 7:35 a.m., students must enter through Door 16A. From 7:35 a.m. until 2:30 p.m., Door 16A must be used by students and parents for school-related activities such as dropping off items for students or picking students up from the building during the school day.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS

RATIONALE

West Aurora High School encourages all students to take advantage of school-sponsored athletics and extracurricular activities. These programs are designed to enhance the well-balanced educational programming offered by District 129 and provide students with life lessons and skills necessary for success. Students, who choose to participate in an activity with a performance-based element, represent West Aurora High School, District 129, and the Aurora community. Participants make a commitment to their peers and coaches/sponsors to follow rules and conform their conduct, at all times, to the highest standards. Participants, whether in or out of uniform, are not only responsible for their reputations, but also for their families, teams, and school. Participation is a privilege, not a right.

THE CODE APPLIES TO

The Code of Conduct applies to all students attending West Aurora High School, who participate in an activity, outside of the school day, with a performance-based element. All extra-curricular activities are exempt from academic merit. Activities covered under the Code include, but are not limited to the following:

- All Athletic Teams
- Madrigals
- CAD Drafting
- Pom/Cheer Teams
- Club Sports
- DECA
- Theatrical Productions
- Speech Team
- FCCLA

WHEN THE CODE APPLIES

The Code of Conduct is activated the first time a high school student becomes a member of an athletic team or extra-curricular activity. The Code applies to all student participants, twelve (12) months of the year, seven (7) days of the week, and twenty-four (24) hours a day. It remains in effect in and out of season, on and off school grounds, and until commencement or withdrawal from District 129.

CODE OF CONDUCT VIOLATIONS

Student participants must conduct themselves as good citizens and exemplars of West Aurora High School and District 129. Disciplinary violations that enact the Code of Conduct are as follows:

- Possession, use, and/or distribution of tobacco, hookah, or electronic tobacco products
- Possession, use, and/or distribution of illegal drugs, look-alike drugs, or drug paraphernalia
- Possession/use/distribution of illegal performance-enhancing drugs or supplements
- Possession, use, and/or distribution of alcoholic beverages
- Engaging in hazing or any type of bullying or aggressive behavior that does physical or psychological harm to another or urging other students to engage in such conduct. Prohibited conduct includes, but is not limited to any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or hazing (either in person or by electronic means).
- Criminal acts or serious acts, including but not limited to, theft, possession of stolen property, or destruction of property, which are determined to be detrimental to the individual, the coach, team, or school district by the Athletic Director, Activity Director, or Building Administration.
- Acts resulting in arrest or a pending police report.

CONSEQUENCES

First Offense

A student, who violates the Code of Conduct for a first offense, will be issued a suspension totaling 50% of the entire competition season of an athletic or performance-based activity. The suspension must be served during the dates assigned by the athletic director or administration. Depending on the time left in the season, the suspension may transfer to the next season, activity, or school year.

First Offense Only Reduction Option

This option allows a student who violated the Code, for the first time, to reduce their suspension from 50% of the entire performance season to 25%. A student wishing to utilize this reduction option will need to participate in a District 129-approved assessment, counseling, or community service option, appropriate to the offense. *Note: District 129 is not responsible for any cost incurred in an assessment or counseling option. This option is not available when there is a pending police report or when an arrest has been made.*

Second Offense

A student being issued a Code of Conduct violation for a second offense will be issued a suspension totaling 50% of the entire competition season of an athletic or performance-based activity. The suspension must be served during the dates assigned by the Athletic Director or Administration, and depending on the time left in the season the suspension may transfer to the next season, activity, or school year. *Note: There is no reduction option available for the second or subsequent offenses.*

Third Offense

A student being issued a Code of Conduct violation for a third offense will be permanently removed from all West Aurora High School athletics, extra-curricular activities, contests, practices, or performance events for the remainder of the student's high school career.

CONDITIONS OF THE REDUCTION OPTION

When a student chooses to participate in the first offense reduction option, he or she is required to follow the recommendations resulting from the evaluation or treating professional. Documentation of such a program or evaluation must be provided to the Athletic Director or Administration. Once treatment is completed, documentation verifying the completion should also be presented to the Athletic Director or Administration. *Note: District 129 is not responsible for any cost incurred in an assessment or counseling option. This option is not available when there is a pending police report or an arrest has been made.*

REVIEW PROCESS

A student or parent/guardian may request an appeal to the disciplinary actions as a result of the Code violation to the building Principal or designee within five (5) days of notification. The request to appeal must be given in writing to the athletic director or administration. During the appeal process, the imposed discipline will remain in effect. The principal or designee's decision on the appeal is final.

ELIGIBILITY REQUIREMENTS

IHSA and School Board Policy states that students must pass five classes per week to be eligible to participate in interscholastic athletics and activities. Additionally, students must pass five classes per semester in order to be eligible for participation in the subsequent semester. No student who has graduated from a four-year high school or its equivalent is eligible to participate in interscholastic athletics or activities.

Any student who transfers to West Aurora High School should contact the athletic director to determine his/her eligibility for athletics or extra-curricular activities in accordance with the IHSA By-Laws or Board Policy.

Athletes must have a valid physical examination each year to be eligible to participate in a sport. Physicals are valid for 395 days. The physical must be valid for the entire sports season.

An athlete who receives treatment from a doctor because of an injury must bring a written doctor's release to the trainer before returning to practice or competition.

Athletes must pay annual user fees to participate in a sport. The fee for the first sport is \$85. The second sport is \$55. The third sport is \$25.00.

HEALTH SERVICES

General Information

Parent/Guardian should notify the health office and provide relevant documentation for any student's chronic health conditions, life-threatening conditions, medications and therapeutic regimens on an annual basis or when it changes. Students who become ill during the school day or those who require first aid may visit the health office during school hours. Parents/Guardians will be notified of more severe incidents. In the event of a medical emergency, school personnel may call 911 for additional assistance. District Guidelines for returning to school after an illness will be followed in conjunction with any related health provider documents.

If a student is not feeling well they must check out in the health office and authorization must be given before leaving the building or the absence will be considered unexcused. No student will be excused from school unless a parent/guardian or person designated has been notified and appropriate transportation arranged. Under certain circumstances, the District may require parents/guardians to present medical documentation of physical or emotional conditions causing student absence. In the event EMS services are provided to a student, West Aurora School District 129 reserves the right to request follow-up medical documentation. This may include, but is not limited to, medical clearance for the student to resume athletic activities, participate in physical education, or confirm the student's ability to safely attend school.

Anaphylaxis Prevention, Response, and Management Program

Parents/Guardians of students with life-threatening allergies or those at risk for anaphylaxis should provide the school health office with written instructions from the student's health care provider for handling allergic reactions and all necessary medication for implementing the student-specific order on an annual basis. *For information on District 129's Anaphylaxis Response Policy, please contact your student's health office.*

District 129 participates in the National School Lunch/School Breakfast program. According to the USDA's Food and Nutrition Services Instruction 783-2 Revision 2, a medical statement from a physician detailing food allergies must be provided before the school can make any restrictions or substitutions for students. If your child has any dietary restrictions, please contact the Certified School Nurse at your child's school.

Communicable and Chronic Infectious Diseases

The district will observe recommendations of the Illinois Department of Public Health in correspondence with the Kane County Health Department regarding communicable diseases. *Please visit our website at SD129.org, for additional information on Influenza disease and Meningococcal disease.*

Concussion Safety

Students who exhibit signs, symptoms, or behaviors consistent with a concussion or head injury during school hours will be removed from participation or competition at that time. For the safety of the injured student, they will not be permitted to return to play unless cleared to do so by a licensed physician or a

certified athletic trainer. Students who have experienced concussions will be supported by the District in accordance with the Return-to-Play and Return-to-Learn protocols. Parents/guardians should notify the building administration and health office if they are aware their student has suffered a concussion either during or after school hours.

Diabetes

A diabetes care plan shall be submitted to the school at the beginning of the school year; upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. Parent/Guardian shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan. *Please visit our website at SD129.org, for additional information on Type 1 Diabetes.*

Head Lice

Students with head lice do not need to be sent home early from school. When lice/nits are found on a student at school, the student's parent/guardian will be informed. Any household contacts that attend school in West Aurora School District will be called to the health office to be checked. Student's with lice are encouraged to begin treatment promptly. *For additional resources regarding lice treatment, please contact your student's health office.*

Health Examinations & Immunizations

- **Physical Examination and Immunizations**

- A complete physical examination and immunization record within one year prior to the following is required: entering kindergarten or the first grade, entering the sixth and ninth grades and enrolling in an Illinois school for the first time.
- Immunization requirements for children enrolling or entering a school in Illinois are available on the Illinois Department of Public Health's website.
- Unless the student is homeless or some other exemption or extension applies, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.

- **Vision Examination**

- Before October 15th of each school year, all students enrolling in Kindergarten or enrolling for the first time in an Illinois school shall show proof of having been examined by a physician who performs eye examinations or an optometrist within the previous year.

- **Dental Examination**

- Before May 15th of each school year, all students in Kindergarten, Second, Sixth and Ninth grades shall present to the school proof of having been examined by a licensed dentist. The examination must have taken place within 18 months prior to May 15th of that school year.

- **Vision and Hearing Screening**

- Vision and Hearing Screenings will be conducted on those students specified under the guidelines set forth by the Illinois Department of Public Health. Students whose test results meet referral criteria will be referred to an eye doctor, audiologist or family physician for further evaluation.

- **Exemptions**

- In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from the policy's health requirements on medical grounds if a physician provides written verification or on religious grounds if the student's parents/guardians presents a statement for each immunization/examination requested along with the completed Illinois Certificate of Religious Exemption, signed by the student's healthcare provider (MD/OD, APN, PA), submitted on the same schedule as the requirement referenced above.

Jeff Craig Family Resource Center

The school-linked health center is powered by VNA Health Care and is accessible to any District 129 student. The VNA provides a range of services, such as medical care, mental health services, and dietician services. The goal is to improve students' health and well-being, enhance their academic performance, and reduce absenteeism by ensuring easy access to necessary healthcare services. *For more information about the VNA's services and the necessary consent forms, please visit our website at SD129.org.*

The Marie Wilkinson Micro-Pantry provides essential food assistance to District 129 students and families to help address food insecurities and ensure students have the necessary resources to succeed academically and personally. Located at the Jeff Craig Family Resource Center, the micro-pantry will provide a variety of non-perishable food items, school supplies, and other basic necessities. For more information about how to access the micro-pantry, please speak to the administration at your child's school.

Medication Authorization

- **Procedure for Medication Administration**

- The administration of medication to students during regular school hours and during school-related activities is strongly discouraged unless absolutely necessary for the critical well being and health of the student. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student and otherwise complete the District's *Medication Authorization Form* and follow the District's *Medication Policy & Procedures* on dispensing medication.

- **Self-Administration of Medication**

- A student may possess epinephrine, glucagon, or emergency seizure medication for immediate use at the student's discretion, provided the student's parent/guardian and physician has completed and signed the *Medication Authorization Form*, indicating the student's permission to self-carry. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed the *Self-Administration of Asthma Medication Authorization Form*.

Physical Education Excusal Requests

A student may be excused from physical education classes for up to two days with a note or request from the parent/guardian. However, for longer periods of non-participation, a doctor's note is required. The doctor's note should clearly state the duration of time for which the student is unable to participate in physical education activities.

Undesignated Medication

The District may secure and maintain a supply of undesignated asthma medication, epinephrine, glucagon and/or opioid antagonist when available, in the name of the District and provide or administer them as necessary according to State law. Registered Nurses or trained personnel may administer undesignated asthma medication, epinephrine, glucagon and/or opioid antagonist to a person who they, in good faith,

believe is having a health crisis. The provision for undesignated medications will be VOID when the District is unable to secure a prescription for, or the supply of the medication. Undesignated medications are not intended to replace individual student medications. West Aurora School District is required to notify parents/guardians of undesignated medication protocols at the time of enrollment. By enrolling your child at West Aurora School District and reviewing this handbook, you acknowledge that you have been informed of such standing protocols.

HOMESCHOOL AND ACADEMIC HONESTY

Schoology is an online service available to parents/guardians and students to monitor academic progress and attendance as well as to contact teachers. Parents may access Schoology by logging onto the district's website at (app.schoology.com).

Coursework, homework, and academic honesty are integral parts of learning at West Aurora High School. As part of my commitment to you as learners, I want to ensure that I provide you with personalized feedback and a fair evaluation of your work. To accomplish this, all work you submit must be your own.

Any form of academic dishonesty, including cheating, plagiarizing, generating content through the unauthorized use of artificial intelligence software, wrongfully giving or receiving help during an academic examination, wrongfully obtaining test copies or scores, and using personal devices to engage in academic dishonesty is a serious offense that is prohibited by District 129.

Students who submit work in violation of this policy risk both academic and disciplinary consequences. If you have questions about academic honesty, please ask me before you submit your work.

How to avoid academic dishonesty:

1. **Citing sources.** Whenever you use someone else's words, ideas, or work, be sure to give credit where it is due and cite the source properly. Failing to do so is plagiarism.
2. **Ask for clarification.** When you are not sure if something needs to be cited or if something is considered cheating, don't be afraid to ask. It's better to find out before you might make a mistake.
3. **Get extra help.** If you are struggling with an assignment, there are several ways you can get help: meet with me, visit the AAC, work with a Writing Interventionist, or ask your counselor about a peer tutor.

HONOR ROLL

A student who earns a GPA of 3.0-3.749 in a semester will be on the Honor Roll. A GPA of 3.75 or higher will be considered the High Honor Roll.

Honors diplomas are issued to seniors at the end of eight semesters. Final cumulative GPA of 3.75-3.99 will receive a Cum Laude diploma, a Magna Cum Laude diploma is issued for a cumulative GPA of 4.0-4.29, and a Summa Cum Laude diploma is issued to students with a cumulative GPA of 4.25 and above.

HALLWAYS

Students are expected to be in their scheduled classes at all times unless they have permission and a pass, located in this handbook, from a staff member. During the change of classes, there are more than 3,700 students moving through the halls at West Aurora High School. Rules and conduct are established for instructional reasons as well as for safety, cleanliness, and climate control.

HANDBOOKS

Student planners are provided to each student at the beginning of the school year. They are published as an educational tool that promotes organization. Students are required to carry their planner with them at all times, as hall passes are incorporated within. In the event that a student loses his/her planner, a replacement may be purchased for \$5 from the bookstore.

ID CARDS

Students are required to carry their school IDs at all times during the school day. Any ID card that is defaced will be confiscated and must be replaced at the student's expense. ID cards are required to ride the bus, enter the building, move throughout the building during class periods, and to be admitted to any after-school or extra-curricular events. Failure to possess an ID during the school day or defacing an ID may result in disciplinary action. Replacement IDs must be obtained in the student's House.

ILLINOIS STATE SEAL OF BILITERACY

West Aurora School District 129 has established a program to recognize high school graduates who have attained a high level of proficiency in one or more languages in addition to English. Two honors are available: the Seal of Biliteracy and the Commendation toward Biliteracy.

The Seal of Biliteracy is awarded to those who demonstrate proficiency in English and whose second language proficiency level is equivalent to Intermediate-High or above, as determined by the American Council on the Teaching of Foreign Languages. The Commendation toward Biliteracy is awarded to students whose English and/or second language proficiency level is rated at Intermediate-Low or Intermediate-Mid. Please see the language proficiency testing dates below, and note that there will be an associated cost.

A student meeting the requirements for the Seal of Biliteracy or Commendation toward Biliteracy will receive this designation on his/her transcript as well as the diploma.

To qualify for the Seal of Biliteracy, seniors must:

- Earn a minimum English Language Arts score of 480 on an official administration of the SAT
- Earn a minimum composite score of 21 on an official administration of the ACT
- Earn a minimum composite score of 4.8 on the ACCESS for ELLs exam
- Earn a minimum score of I-5 in all 4 domains of the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) exam in English
- Earn a composite score of 6 on the STAMP 4S exam in English
- Have earned a 4 or 5 on the Advanced Placement language exam taken prior to this school year
- Earn a minimum score of I-5 in all 4 domains of the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) exam in a language other than English
- Earn a composite score of 6 on the STAMP 4S exam in a language other than English

To qualify for the Commendation toward Biliteracy, seniors must:

- Earn a minimum English Language Arts score of 480 on an official administration of the SAT
- Earn a minimum composite score of 21 on an official administration of the ACT
- Earn a minimum literacy score of 3.5 on the ACCESS for ELLs exam

- Earn a minimum score of I-1 on all 4 domains of the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) exam in English
- Earn a composite score of 4 or 5 on the STAMP 4S exam in English
- Earn a score of 3 on the Advanced Placement language exam taken prior to this school year
- Earn a minimum score of I-1 on all 4 domains of the ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL) exam in a language other than English
- Earn a composite score of 4 or 5 on the STAMP 4S exam in a language other than English

LIBRARY/MEDIA CENTER

The West Aurora High School Voris Library is accessible to students Monday-Thursday from 7 a.m. to 3:40 p.m. and on Friday from 7 a.m. to 1 p.m. Students visiting the library before the academic day should obtain a pass to do so and enter through Door 2. Students may check into the library during the school day by presenting a pass from a staff member and their student ID. Students may utilize the library during their lunch hour but must arrive before the tardy bell and must stay the entire period. No food or drink will be allowed in the library.

1. **After school hours**

Students may check-in at the front desk with their Student ID. Before check-in, students should have gone to their lockers, used the restrooms, and met with teachers. Cell phones are allowed after school as long as they do not cause a disturbance in the library.

2. **Library/Media Center Website**

Students can renew library books online, access several online databases, and learn about library programs, policies, and procedures through the library website at www.sd129.org/westhigh/whlmc/. Some online databases require a username and password, which can be obtained from library staff.

LOCKERS

Student lockers are available at West Aurora High School, but not assigned to all students. Students who would benefit from a locker for organizational purposes may request one from their House.

Lockers are considered school district property and school officials may search a student's locker when there is reasonable suspicion to believe the locker contains some substance or item that violates school rules or threatens the health, safety, and welfare of students or staff. The student should provide locks for physical education courses and athletics. The following guidelines should be followed:

- Students should not share their locker combinations with other students.
- Students may not share their lockers with anyone other than their assigned locker partner.
- Students should maintain the cleanliness of their lockers regularly.
- Students should report a broken or missing lock to the operation office immediately. Lost school locks will require a replacement fee of \$5. Non-school locks on hallway lockers will be removed. West Aurora High School does not accept responsibility for damage to locks during the removal process.
- Students will maintain responsibility for items or substances found in their lockers that violate school rules.
- Students and parents/guardians will be responsible for damage to lockers.

MESSAGES AND DELIVERIES

Phone messages and deliveries are a disruption to the educational process. Please contact the Student's House within West Aurora High School to relay messages only when it is a situation of extreme hardship or an emergency. Students should have prior knowledge of items being dropped off at school, as they will not be called out of class for deliveries. Necessary deliveries should be brought to Door 16A. Purchased food from outside commercial establishments is prohibited delivery.

PHYSICAL EDUCATION EXCUSAL REQUESTS

A student may be excused from physical education classes for up to two days with a note or request from the parent/guardian. However, for longer periods of non-participation, a doctor's note is required. The doctor's note should clearly state the duration of time for which the student is unable to participate in physical education activities.

SCHOOL SUPPLIES

High school student supply requirements will be communicated by teachers at the beginning of the school year or upon enrollment in a specific course. Please note that additional costs or supplies may be required throughout the year. These may include but are not limited to, fees for extracurricular activities, athletic programs, specialized courses, field trips, school events, optional supplies, Polar watches, graphing calculators, and other items not covered by standard District 129 tuition or registration fees.

STUDENT PARKING REGULATIONS

Parking at West Aurora High School is a privilege. Parking at West Aurora High School is a privilege. The following guidelines are:

- Seniors and juniors must hold a valid driver's license and show proof of valid insurance to be permitted to purchase a permit.
- Students who accumulate excessive attendance violations may lose parking privileges.
- Vehicles with or without a valid permit that are parked in unauthorized areas will be towed at the owner's expense.
- Students with valid parking permits may park in designated student parking only. Faculty and visitor parking areas are prohibited for student parking.
- Loitering in parking areas is prohibited.
- School officials maintain the right to search vehicles in the parking areas.
- District 129 is not responsible for loss or damage to vehicles while on school property.
- Refunds for parking permits will not be issued by West Aurora High School.

VISITOR INFORMATION

Student and staff safety is paramount in District 129, and we maintain stringent measures to uphold safe school environments. To ensure safety, all visitors must use the intercom system at the school's main entrance. Upon buzzing, visitors will be prompted to state their name and reason for their visit. Once granted access, visitors must immediately check in at the school's office.

For security purposes, all visitors are required to present a valid photo identification card before receiving a visitor's badge. These IDs are scanned through District 129's visitor management system, which is linked to

the National Sex Offender Registry. Approved visitors will then be provided with a visitor's badge to wear throughout their visit. At the end of the visit, the badge should be returned to the school's office.

The Board of Education has established rules and regulations for entry into school buildings during school hours and for conduct on District property to ensure the supervision and safety of all students. Violations of these rules may result in a no-trespass order, applicable to specific school buildings and grounds, including extracurricular activities held at those locations.

All individuals on district property are expected to treat others with respect and engage in conduct that supports a positive and inclusive school environment. Disruptive, unsafe, or disrespectful behavior may result in consequences, including a no-trespass order, which can limit or prohibit access to specific school buildings, school grounds, or extracurricular events held at those locations.

Under the Illinois Criminal Code (720 ILCS 5/21-3), criminal penalties exist for unauthorized entry onto District property, as well as for engaging in violence and disorderly conduct. District 129 is committed to enforcing these laws and will pursue criminal charges for any non-compliance.

To volunteer in a District 129 school, please visit our website:

<https://www.sd129.org/district/volunteer>

VIDEO SURVEILLANCE

To assist in maintaining the safety and security of the students and staff on campus at West Aurora High School, District 129 has positioned numerous video cameras and monitoring devices in public areas of the school. These public areas include, but are not limited to, hallways, stairwells, cafeterias, and school buses. Any misconduct seen on video surveillance will be assigned appropriate disciplinary action. Video surveillance used to assign student disciplinary actions will be considered a student record. West Aurora High School and District 129 will not release video surveillance to parents/guardians.