



WEST CHICAGO COMMUNITY HIGH SCHOOL

STUDENT HANDBOOK

2026 – 2027

Honoring Our Legacy. Celebrating Today's Wildcats. Building the Next 100.

HOME OF THE WILDCATS

I. WEST CHICAGO COMMUNITY HIGH SCHOOL

A. HISTORY

From 1904 to 1926, the old junior high school (since torn down and now the present location of the West Chicago Fire Department) and various buildings throughout West Chicago were used as high school classrooms. On December 28, 1924, the citizens of West Chicago voted to construct a new high school at the present site. The new high school opened on September 23, 1926. The 21st annual commencement, and the first held in the new high school, took place on June 11, 1927. The graduating class consisted of 27 students (20 girls and 7 boys).

In 1954, West Chicago Community High School experienced its first addition to the building. That addition now includes the cafeteria, small gym, and several classroom facilities. In 1964, another major addition was approved by the Board of Education. This area includes Bishop Gymnasium and the classroom facilities located in the northern portion of the building. In 1978, additions were constructed on the north and south ends of the building, providing a swimming pool, fieldhouse, greenhouses, library, commons, and administrative offices.

In the summer of 1998, ground was broken for the addition of twenty-eight classrooms, a fitness center and dance studio, and a new sports stadium. The new classrooms, fitness center, and dance studio are located on the west side of the building. In addition to new construction, the building referendum passed in 1997 included funding for new heating, ventilation, plumbing, and air conditioning systems throughout the remaining portions of the building. In 2016, the community approved an additional referendum to support further improvements. During the summer of 2020, a second floor was added to the 1998 addition, creating a new library, 15 additional classrooms, and new music rooms. The referendum project also renovated the pool, the former library, and numerous other areas throughout the campus.

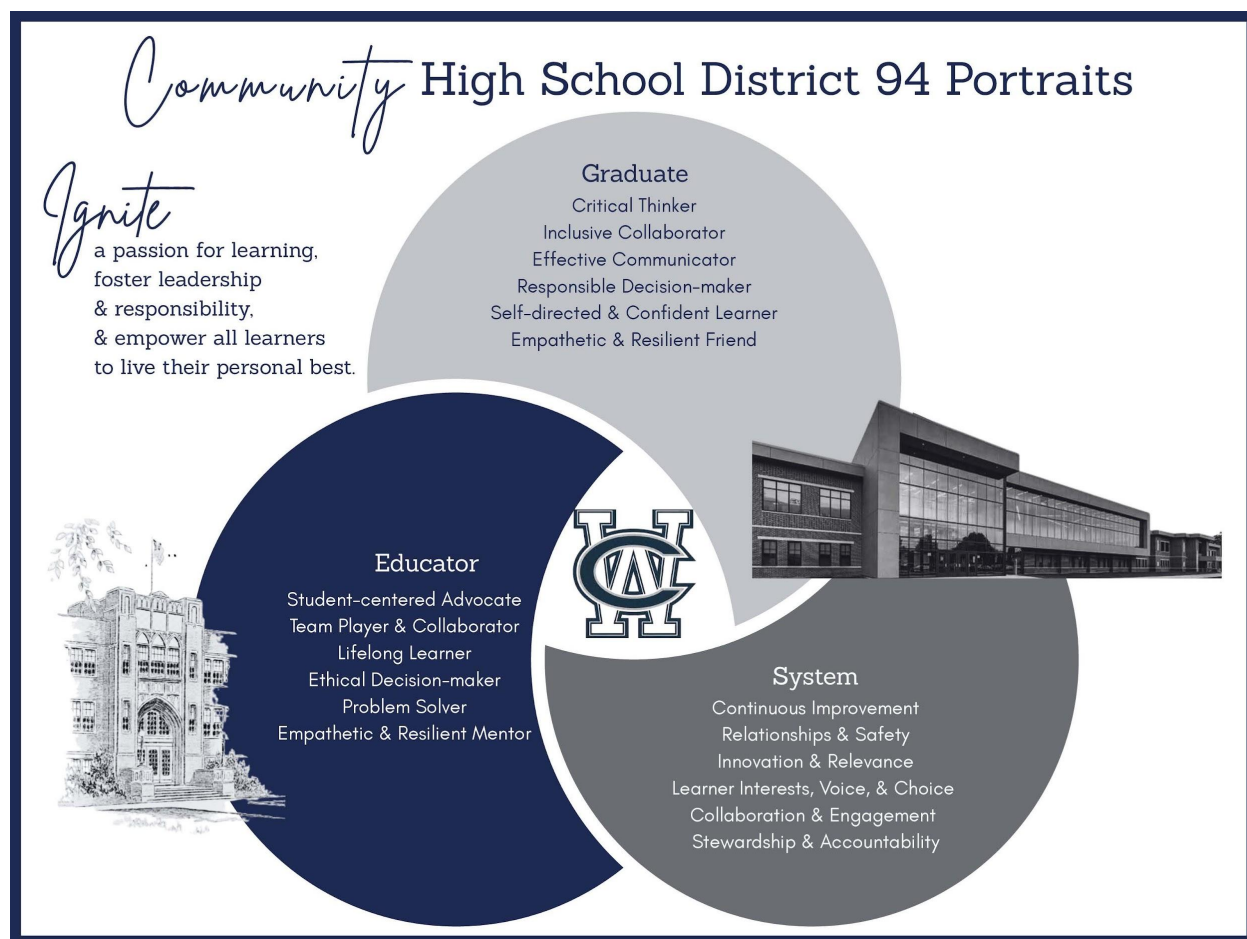
September 23, 2026, marks the 100th anniversary of the opening of the current West Chicago Community High School building. Throughout the 2026–2027 school year, District 94 will commemorate this historic milestone by celebrating a century of educational excellence and honoring the generations of students, staff, families, and community members who have contributed to the West Chicago Community High School's history and legacy.

B. MISSION STATEMENT

West Chicago Community High School will ignite a passion for learning, foster leadership and responsibility, and empower all learners to live their personal best.

C. PORTRAIT OF A GRADUATE, EDUCATOR & SYSTEMS

The Portrait of a Graduate, Educator, and Systems captures the shared aspirations of District 94. Together, these portraits illustrate the attributes we want our students to develop, the practices that define effective educators, and the systems that support a culture of learning, growth, and achievement.



D. ADMINISTRATIVE STAFF

Superintendent.....	Dr. Kurt Johansen
Principal.....	Dr. Limaris Pueyo
Executive Director of Business Services/CSBO.....	Daniel Oberg
Executive Director of Human Resources.....	Dr. Jessica Iovinelli
Executive Director of Pathways and Professional Learning.....	Mary Howard
Executive Director of Safety and Operations.....	Dave Pater
Executive Director of Specialized Services.....	Megan Payleitner
Director of Bilingual Services/World Language.....	Dr. Juan Suarez
Director of Culture and Climate.....	Jenna Windt
Director of Postsecondary Success.....	Nick Kempski
Assistant Director of Specialized Services.....	James Karas
Dean of Students.....	Michael LaCassa
Dean of Students.....	Janet Hurtado
Director of Athletics.....	Nick Parry

E. DIVISION HEADS

Counseling.....	Dawn Erickson
Humanities.....	Lisa Willuweit

Business & Technology Family Consumer Science, Industrial Arts, AVID.....	Nick Kempski
Language Arts.....	Lauren Stewart
Math.....	Steve Balhan
Physical Development.....	Conor Zaputil
Science.....	Scott Albright
World Languages & Bilingual/EL.....	Dr. Juan Suarez

F. ASSISTANCE & SUPPORT

If assistance is needed in any of the following areas, please contact the designated staff at 630-876-6200:

Class Concerns.....	Teacher, Counselor, Division Head
Address Changes.....	Administrative Assistant Student Services
Athletics.....	Athletic Director
Academic Progress.....	Teacher, Counselor
College & Career Information.....	Counselor
Teacher Concerns.....	Teacher, Division Head
Curriculum.....	Division Head
Discipline.....	Teacher, Counselor, Dean
Buses.....	Dean's Office
Special Education Resources.....	Director of Specialized Services
School Social Workers.....	Student Services
Attendance.....	Attendance Clerk, Dean
Extra-curricular Activities.....	Activities, Athletics
Student Records/Transcripts/Work Permits.....	Registrar
Health.....	School Nurse

Complaint manager and Title IX coordinator:

If you feel your problem has not been resolved, you may contact the District Complaint Manager and Title IX Coordinator, Dr. Jessica Iovinelli, at hr@d94.org or 630-876-6216

II. ATTENDANCE & TRUANCY

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child enrolled in the school, regardless of the child's age, shall ensure that the child attends school during the entire time school is in session.

It is the expectation of the administration and staff of West Chicago Community High School that every student will be punctual and present for each class period of each day. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to succeed in specific classes and may be subject to loss of graduation credits. As a result, the parents/guardians must ensure the student's academic growth and success by emphasizing the importance of the student being punctual and in attendance each day.

Students who are pregnant, parenting, or experiencing pregnancy-related conditions shall be provided reasonable accommodations and support consistent with state and federal law. Absences related to pregnancy, childbirth, recovery, medical appointments, or parenting responsibilities may be excused in

accordance with District procedures. Students will be provided opportunities to make up missed work and maintain educational progress. Home or Hospital Instruction may be available for eligible students who are unable to attend school due to a qualifying medical condition.

A. EXCUSED ABSENCES

According to the Illinois School Code Section 26-2a, the only legal reasons/valid causes a student may be absent from school are as follows:

- Illness
 - Mental Health
 - Pregnancy or a related condition
 - Death in the immediate family
 - Observation of a religious holiday
 - Family Emergency
 - Fulfillment of a parenting responsibility (For students who are parents)
 - Concerns about the health and safety of the student arising from domestic or sexual violence under Article 26A of the School Code
 - 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 students, as approved by the principal.
- Determining whether an absence is excused is ultimately the school's right.

B. STUDENT PARTICIPATION IN OUTSIDE ACTIVITIES THAT COUNT TOWARD CALCULATION OF CLASS HOURS

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

C. REPORTING STUDENT ABSENCES

To have an absence considered excused, a parent/guardian must notify the Attendance Office at 630-876-6336 by 10:00 a.m. on the day of the absence. When reporting an absence, the parent/guardian should provide:

- Student name
- Student ID number
- Date of absence
- Reason for the absence

Until the absence is reported and verified by a parent/guardian, it will be recorded as unexcused.

D. 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. When leaving a message, provide the following information:

- Student Name
- Student ID Number
- Date Of Absence
- Reason for late arrival or early dismissal
- Time the student will arrive, depart, or leave and return

E. SCHOOL WORK MISSED DUE TO ABSENCE

Students are expected to complete all schoolwork missed due to an absence whenever possible. It is the student's responsibility to contact their teacher(s) by email regarding missed assignments. Upon returning to school, students should speak directly with their teacher(s) on their first day back to establish a plan for completing any outstanding work.

All make-up work must be submitted within five (5) school days of the student's return to school. The Principal may extend this deadline at their discretion. Students who complete make-up work within the established timeline will receive full credit. Assignments submitted after the deadline may not be accepted.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who participate in outside activities that count toward the calculation of class hours will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Excessive absences, whether excused or unexcused, may result in additional interventions and support measures.

F. ATTENDANCE INTERVENTIONS

To support students and families experiencing attendance challenges, West Chicago Community High School uses a range of interventions to promote regular school attendance and address barriers that may prevent a student from attending consistently. The specific interventions implemented will be based on the individual needs and circumstances of the student and family, to improve attendance and support student success. The following are potential interventions that may be considered/utilized:

- Conference with student
- Student Meeting
- Parent Meeting
- Automated Call Home
- Letter home
- Home visit
- Referral to the Regional Office of Education
- Other interventions

G. 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 a doctor's note
- Pre-Arranged absences of greater than five (5) days (only that portion greater than five (5) days)

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 portion thereof."

The following absences will not adversely affect a student's attendance status.

- Field Trips
- Academic Competitions
- Athletic Early Dismissals
- All Suspensions
- Religious Holidays
- Absences Due to chronic and/or serious illness verified by doctor's note
- Absences due to a student's pregnancy or a related condition (verified by doctor's note), the fulfillment of a parenting responsibility (for students who are parents), or concerns about the health and safety of the student arising from domestic or sexual violence under Article 26A of the School Code
- 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, or any absence due to pregnancy or a related condition that is certified by the student's physician, is eligible for

homebound services and will not count against the student's attendance status. 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 student's attendance.

H. CHRONIC TRUANCIES

A student who is absent without a valid cause for 5% or more of the previous 180 school attendance days shall be considered chronically truant. A student who is absent without a valid cause for 10% or more of the previous 180 school attendance days may be referred to the DuPage Regional Office of Education for truancy.

Students identified as chronically truant may be referred for additional interventions and supportive services designed to improve attendance and academic success.

I. TARDINESS

Students are expected to arrive on time and be present in the classroom before the start of each class period. Oversleeping, transportation issues, vehicle problems, and similar circumstances are not considered valid reasons for tardiness or absence. A phone call or written note from a parent/guardian will not excuse tardiness resulting from these circumstances.

Tardiness is tracked on a semester basis. Students arriving late to class must obtain a tardy pass before being admitted.

DISCIPLINARY INTERVENTIONS FOR TARDINESS

Tardies	Intervention
1-4	Warning
5	After School Detention / 2 Lunch Detentions
6-7	Warning
8	After School Detention / 2 Lunch Detentions
9-10	Warning
11	After School Detention / 2 Lunch Detentions
12-13	Warning
14	In School Suspension & Parent Conference
15	Loss of Extra-Curricular Attendance
16+	The Dean will determine appropriate interventions and consequences based on the student's history, prior interventions, and the circumstances contributing to the tardiness.

J. HOMEBOUND INSTRUCTION

Students who are absent from school for more than ten (10) consecutive days due to illness or a hospital stay are eligible for homebound instruction. Students who are unable to attend school because of the following will also be provided homebound instruction:

- Students who are absent due to pregnancy or a pregnancy-related condition that is certified by the student's physician;
- Students who are absent due to the fulfillment of parenting obligations related to the health of the child; or,
- Students who are absent due to health and safety concerns arising from domestic or sexual violence, as defined in Article 26A of the School Code that will cause the student to absent for two or more consecutive weeks, upon written notice from the student's health care provider or an employee of the student's domestic or sexual violence organization.

Homebound instruction is provided as described in School Board Policy 6:150. There is no charge for this service. For information on homebound instruction, parents should contact the School Nurse at (630) 876-6310 or the student's counselor. Students involved in a hospital program that includes an educational component must contact their guidance counselor to coordinate class work.

K. ILLNESS IN SCHOOL

Students who become ill during the school day must obtain a pass from their teacher to visit the Nurse's Office. If the school nurse determines that a student should not remain in school due to illness, the nurse will contact the student's parent/guardian and make arrangements for the student to be sent home.

Students may not leave campus due to illness without the School Nurse's authorization. Students who leave campus without permission will be considered truant and may be subject to disciplinary action.

Students who are injured during the school day should report to the school Nurse. The school Nurse will administer first aid, notify parents/guardians, and arrange for additional medical assistance if needed.

L. SCHOOL CLOSING ANNOUNCEMENTS

Announcements regarding school closings because of severe weather, power failure, or other emergency conditions will be communicated through the following District communication channels:

- District 94 Website: <https://www.d94.org>
- Emergency Closing Center: <https://www.emergencyclosingcenter.com>
- District 94 Facebook Page: <https://www.facebook.com/WCCHS>
- District 94 X (formerly Twitter) Account: <https://x.com/CHSD94>

M. TELEPHONE MESSAGES TO STUDENTS

To minimize disruptions to the instructional day, telephone messages from parents/guardians will be delivered to students only in emergencies.

III. 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.

A. PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
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, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid, unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list, unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "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.
 - g. 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.
 - h. 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 a tablet or powdered form.

- i. 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 have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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, cheating, or otherwise violating student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or to submit to a search.
9. 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.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.

21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

B. WHEN AND WHERE RULES APPLY

The grounds for disciplinary action also apply 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;
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; or
5. During periods of remote learning.

C. 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 of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
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.
7. Lunch or After school detention, provided the student's parent/guardian has been notified. If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Out-of-school suspension from school and all school activities in accordance with State law and Board policy. Before imposing an out-of-school suspension, school officials shall consider whether other appropriate and available behavioral and disciplinary interventions can be implemented and whether the student's continued presence in school would pose a threat to school safety or substantially disrupt, impede, or interfere with the school's operation.
12. Expulsion from school and all school activities for a definite period not to exceed two calendar years in accordance with State law and Board policy. Expulsion may be imposed only when other appropriate and available behavioral and disciplinary interventions have been determined to be inappropriate, and the student's continued presence in school would pose a threat to school safety or substantially disrupt, impede, or interfere with the operation of the school.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as 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 or expulsion, will not be appropriate nor available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

D. ISOLATED TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

E. CORPORAL PUNISHMENT

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

F. WEAPONS PROHIBITION

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

G. GANG & GANG ACTIVITY PROHIBITED

"Gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

H. RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

I. 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 school grounds, becomes aware of any

person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on 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 or is subject to a battery. School grounds include modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1) above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and, if a student is reportedly in possession of a firearm or threatens firearm violence, also any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

J. DELEGATION OF AUTHORITY

Each teacher, and any other school personnel, when students are under their 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 licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33. 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.

K. 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 prepare 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. Behavior problems should be resolved by communication between the student and the 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 to them.
13. Corporal punishment or other forms of physical coercion are not acceptable means of changing behavior.

L. COMPLAINTS & GRIEVANCES

The Board of Education recognizes that, from time to time, a student may have a complaint or grievance regarding an aspect of the school district's operation and that the student has the right to voice it. When a student has a complaint or grievance, they should discuss the matter with the staff member directly involved (teacher, coach, dean, etc.). If a student is dissatisfied with a staff member's response to their complaint or grievance, they may present it to the Principal. At any time, if the student is not satisfied with the response, he or she may file a formal complaint through the Uniform Grievance Procedure, as defined in Board Policy 2:260 on the District website. The student may also contact the District Complaint Manager/Title IX Coordinator, Dr. Jessica Iovinelli, at hr@d94.org or 630-876-6216.

Complaints alleging discrimination based on sex, pregnancy, childbirth, pregnancy-related conditions, or parenting status shall be initially processed through the District's Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence. The Complaint Manager will determine whether additional action is required under the Uniform Grievance Procedure and/or the Title IX Grievance Procedure.

M. DEFINITIONS OF DISCIPLINARY ACTIONS

Teacher-Student Conference: A conference at which the teacher makes the student aware of their 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 their 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 that suspends disciplinary action for a rule violation, with the imposition, reduction, or dismissal of the disciplinary action dependent on 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.

After School Detention: An after-school intervention held from 3:15–4:15 p.m. Students assigned to an after school detention are expected to bring school-related materials, including homework, reading materials, or other academic assignments, and use the time productively for academic purposes under staff supervision. Failure to comply with program expectations, including disruptive behavior or failure to engage in assigned work, may result in removal from the after school detention and additional disciplinary consequences.

In-school Suspension: 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 extracurricular activities. In School Suspensions are served in a supervised school setting and may not be served at home.

Out-of-school Suspension: 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. An out-of-school suspension will not be imposed unless the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities. A student will not be suspended for more than three (3) school days unless other appropriate behavioral and disciplinary interventions have been exhausted, and the student's continuing presence in school would either pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of school.

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. A student will not be expelled unless other appropriate behavioral and disciplinary interventions have been exhausted, and the student's continuing presence in school would either pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of school. 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.

N. 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).

O. STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The Board of Education believes that student dress is primarily the responsibility of individual students and their parents/guardians. However, guidelines on appropriate school attire and appearance are necessary. These guidelines shall serve as the basis for administrators' decisions on whether this policy has been violated.

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements and codes.
- Dress and grooming will not be such as to disrupt the teaching/learning process.
- Dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, arts, etc.
- Articles of clothing that may be dangerous or that may cause physical damage, such as cleated boots, shoes that scratch floors, and clothing with metal rivets that scratch furniture, are unacceptable.
- Examples of dress disruptive to the learning process include, but are not limited to, the following:
 - Students cannot wear anything that includes speech, language or images that create a hostile or intimidating environment for others, including any sheltered class or marginalized group.
 - Clothing containing provocative, obscene writing or graphics or gang representation.
 - Clothing or jewelry imprinted with slogans or graphics that refer to alcohol, drugs, weapons or sex are considered inappropriate.
 - Bare midriffs, see-through garments, bare backs, halter tops, low-cut blouses and pants, and tank tops are prohibited.
 - Shoes must be worn
 - Chains, dog collars, choke chains, or any other inappropriate or dangerous apparel will be prohibited

The decision as to whether a student's clothing is unacceptable is made by the applicable building administrator, upon the administrator's own initiative or the request of a classroom teacher. If a student's clothing is determined to be unacceptable, the student will be required to change it. If the student is unable or unwilling to change their clothing, further disciplinary measures may be taken.

P. 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).
- Students will be expected to store their electronic devices in a classroom storage unit as directed by the classroom teacher every period, every day unless otherwise directed by the teacher for specific instructional purposes.
- Personal electronic devices shall remain silent when stored during instructional time, unless specifically allowed by the teacher or other authorized school staff.
- 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.
- 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 email, 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's use of the electronic device violates any other District policy, procedure, or rule, any prior violations of this policy, and any other relevant considerations.

****All disciplinary infractions involving battery, firearms, and drug related incidents will be recorded in the Student Incident Reporting System (SIRS) per ILCS 5/10-21.7, 7A & 7B.**

Q. STUDENT SEARCH AND SEIZURE

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

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

R. PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or physical or mental health;
3. Substantially interfering with the student or students' academic performance; or

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and add reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social/emotional skill building, counseling, school psychological services, and community-based services.
 7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
 8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
 9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
 10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
 11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized, and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including, without limitation, the following:
 - a. Uniform Grievance Procedure. A student may use this policy to complain about bullying, harassment, or any other alleged violation of their rights.

- b. Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- c. Internet Guidelines, Terms, Conditions. This policy states that the use of the District's Electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- d. Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
- e. Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- f. School-Sponsored Media and Non-School-Sponsored Media. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. If a student observes any acts of teen dating violence, are aware of teen dating violence, or is a victim of teen dating violence, they can turn to any school staff member for help. This includes, but is not limited to:

- | | |
|---------------------|-------------------------|
| * a teacher | *a program assistant |
| *your counselor | *your dean |
| *your social worker | *your case manager |
| *the school nurse | *a school psychologist |
| *a coach | *a school administrator |

If a problem has not been resolved, you may contact a District Complaint Manager/Title IX Coordinator: Dr. Jessica Iovinelli, at hr@d94.org or 630-876-6216. For more information, see Board Policy 7:185 Teen Dating Violence Prohibited at https://boardpolicyonline.com/?b=community_hsd_94&s=621321.

- 13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

- a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
- b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, provide strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

S. RAILROAD SAFETY

West Chicago Community High School encourages all students to practice safe behavior around railroad tracks, railroad crossings, and railroad property.

Students should:

- Never walk, play, or ride on railroad tracks.
- Cross railroad tracks only at designated crossings and obey all warning signals, gates, and signs.
- Never attempt to cross tracks when warning lights are flashing, gates are lowered, or a train is approaching.
- Be aware that trains may operate on any track, in either direction, and may be quieter or moving faster than expected.
- Stay off railroad bridges, trestles, tunnels, rail yards, and other railroad property.
- Report unsafe conditions at railroad crossings to a parent, guardian, school official, or local authorities.

Trespassing on railroad property is dangerous and may violate state law. Practicing railroad safety helps protect students, families, and the community.

IV. ADDITIONAL PROCEDURES

A. ADMISSION REQUIREMENTS:

To be admitted to West Chicago Community High School as either a freshman or transfer student, you must:

1. Reside with a parent or guardian within the boundaries of the school district and have satisfactorily completed the prescribed course of study in a recognized elementary or junior high school; and
2. Have undergone a physical examination within six (6) months of your first day of admission to school; and
3. Present a record of immunization against measles, rubella, diphtheria, tetanus, polio, and mumps.
4. Present a copy of the original birth certificate.
5. A student must be a resident of West Chicago Community High School District 94 to enroll and attend school in the District on a tuition-free basis. A student's residence is considered to be the same as the residence of the person who has legal custody of the student. If the person who has legal custody of the student is not their natural or adopted parent, then the person with legal custody will be required to provide additional information regarding their custody of the student, and the District will request a statement regarding the legal custodian from the natural or adopted parent (if the parent's address is available). If a student moves out of the District after the school year begins, the student may continue to attend school in the District for the remainder of that school year on a tuition-free basis. Special residency provisions apply under State law and Board policy if a student (1) enrolls in or moves out of the District as a result of the military obligations of their legal custodian; or (2) is eligible for special education services.

NOTE: The State of Illinois requires that a student present a physical examination card and a record of immunization before they can be admitted to school.

6. West Chicago Community High School does not refuse to enroll a student because of a student's failure to present their permanent or temporary school records from a previously attended school.
7. If a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, they may, with a written request from a legal custodian, maintain their residency as determined prior to the military obligation.

8. The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment, and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

B. IMMUNIZATION, HEALTH, EYE, & DENTAL EXAMINATION

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year before:

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades, and
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of meningococcal immunization is required for students in grades 6 and 12. Diabetes screening must be included in the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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 school, subject to certain exceptions. A student will not be excluded from school due to their parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15 allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations, or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

C. FEES, FINES, AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in the school district's curricular and extracurricular programs due to their parents' or guardians' inability to pay fees or certain charges. Students whose parents or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all school, instruction, and extracurricular activity fees.

Fee Description	Amount
Freshman Registration Fee (Grade 9)	\$307.00
Sophomore, Junior, and Senior Registration Fee (Grades 10–12)	\$289.00
Late Registration Fee	\$25.00
Driver Education Fee*	\$300.00
Athletic Participation Fee**	\$100.00 per sport
Activity Fee***	\$100.00 per activity
Yearbook (purchased at registration)	\$45.00
Yearbook (after registration)	\$55.00
Yearbook (after delivery)	\$65.00

*The Driver Education fee applies to students enrolled in the behind-the-wheel portion of Driver Education and must be paid at the time of registration.

** The athletic participation fee is assessed per student, per sport. The fee is non-refundable once a student participates in the first contest, game, or meet. A family cap of \$300.00 applies.

*** The activity fee applies to Chess, Speech, Cheer, Poms, IHSA Drama, and Scholastic Bowl.

Fee amounts are subject to change and may be adjusted by the Board of Education.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergencies; or
- When one or more of the parents/guardians are involved in a work stoppage.

The school will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack, and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.³

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

D. COURSE REQUIREMENTS

All students are required to be scheduled for a course, activity, or study hall for at least seven (7) class periods per regular school day. Students Must Earn a minimum of 2.5 credits per semester to be eligible for Honor Roll and to participate in school athletics.

The staff of West Chicago Community High School encourages students to sample courses from a variety of disciplines during their high school years.

Grade-level advancement is based on earned credits, not on years in school. To advance to the next grade level, a student must earn the following number of credits: 5 credits to become a Sophomore, 10 credits to become a Junior, 15 credits to become a Senior.

E. SCHEDULE CHANGES

Counselors schedule individual course selection conferences with each student annually. During this conference, the counselor and student discuss postsecondary plans with an emphasis on projected career plans. West Chicago Community High School develops the Master Schedule annually to best accommodate the course requests of students. Faculty members are employed, textbooks are purchased and rooms are assigned on the basis of these student requests. Thus, once a student enrolls in a course he/she is expected to complete the course. Therefore, requests for schedule changes will not be honored after the February course selection deadline.

The following extenuating circumstances will be considered as exceptions to the schedule change policy. In these extenuating circumstances, a student's schedule may be changed beyond the deadline based upon administrative approval and seat availability in all courses affected by the change.

- A different course is needed to meet graduation requirements,
- The course credit was earned in summer school or via an approved correspondence course, and/or
- A situation has occurred in the student/families' life that warrants a change in schedule or a class drop.
- A level change is warranted because the student is exceeding the expectations of a given course or the student has demonstrated they are not capable of achieving the objectives of a given course.

If a student obtains administrative approval for a class drop due to an extenuating circumstance, there will be no penalty within the first two weeks of each semester. After the first two weeks, approval of a class drop will result in a grade of W (withdrawal). After four weeks, approval of a class drop will result in a grade of WF (withdrawal fail). After 60 days, approval of a class drop will result in a grade of F (fail). Grades of W or WF are not calculated into a student's grade point average.

F. STUDENT WITHDRAWAL

Only a parent/guardian or other individual who has assumed and exercises legal responsibility for a student under the age of 18 may initiate the withdrawal process. State law and District Policy prohibit withdrawal of any student of compulsory school age (between the ages of 6 and 17) for the reason of transfer to a GED program; and, that no District staff member will advise or encourage a student to drop out or withdraw voluntarily due to behavioral or academic difficulties.

West Chicago Community High School is committed to supporting students in earning a high school diploma and completing their education. Prior to finalizing a withdrawal, the District may review available educational options, interventions, support services, credit recovery opportunities, alternative educational programs, and graduation incentive programs that may assist the student in remaining enrolled and progressing toward graduation.

No District employee shall advise, encourage, or pressure a student to withdraw from school due to academic performance, attendance concerns, behavioral challenges, disability, homelessness, English learner status, pregnancy, parenting status, marital status, or any other protected characteristic.

Students who are pregnant, parenting, expectant parents, or experiencing pregnancy-related conditions have the right to continue their education and participate in all school programs and activities. Pregnancy, parenting status, marital status, or a pregnancy-related condition shall not be considered a basis for withdrawal, exclusion, dismissal, or placement in any particular educational program. Participation in any alternative or specialized program is voluntary and shall be based on the student's choice.

Students and families will be provided information regarding the withdrawal process, available educational options, and support services in English and, when needed, in the student's home language.

Upon completion of the withdrawal process, student records will be transferred to the receiving school in accordance with applicable state and federal laws.

Detailed student withdrawal procedures are available upon request from Denyse Christensen, Registrar.

G. IDENTIFICATION (ID) CARD

Each student will receive a permanent ID card upon completion of online registration. This card must be presented to security personnel at designated building entrances, and the student must be in possession of the ID at all times. Students must surrender their ID when requested by any member of the school staff. Refusal by students to identify themselves to a staff member may result in disciplinary action. If the ID is misplaced or lost, a temporary ID card must be obtained immediately. Alternatively, students can use the 5Star Students App to display their ID. Students are required to present a school-issued ID card for the following purposes:

- Admission to school functions.
- Access to the building each morning.
- Eligibility for student pricing at school events and activities.
- Checkout of materials from the Learning Resource Center and school equipment.
- Verification when serving detentions.
- Transportation on school buses.
- Access to the Commons.
- Entry into the cafeteria during lunch periods.

H. FINES

If textbooks, locks or other school property are lost or damaged, a fine will be assessed.

I. HALL LOCKERS AND LOCKS

Incoming ninth-grade and transfer students are issued a locker upon enrollment at West Chicago Community High School. Students may use the same assigned locker throughout their attendance at school. Students are responsible for the condition of that locker throughout the school year. Damage to lockers should be reported immediately to the Tardy Supervisor located at Entrance 1.

Each student must use the school-provided lock. If you have problems with a lock or locker, immediately notify the Tardy Supervisor. Students are reminded that lockers are the property of the school and administrators retain the right to access lockers. STUDENTS SHOULD NOT SHARE LOCKERS.

J. DECORATING LOCKERS

Decorating lockers is a positive way to promote school spirit. This tradition, however, must be carried out responsibly. The following guidelines should be followed when decorating a locker:

1. Masking tape should be used on the locker, invisible or transparent tape is not allowed.
2. No tape should be placed on the walls or floors.
3. Decorations such as crepe paper and balloons should not be left on the floor around the decorated locker.

K. PHYSICAL EDUCATION LOCKERS AND LOCKS

1. West Chicago Community High School has attempted to provide the greatest possible security for a student's personal belongings in the Physical Education locker room areas. The possibility of loss can be further reduced by adhering to the following guidelines:
2. Be certain that the assigned locker is functioning properly. Check it periodically.

3. Locker combinations should not be given to any other students under any circumstances.
4. Lockers should be locked at all times (e.g., when students are showering after PE).
5. Do not leave large amounts of money in the locker.
4. Check any valuables with a gym teacher at the beginning of the hour.
5. Immediately report any evidence of theft to a teacher and to the Dean of Students.
6. The District is not responsible for the loss or theft of any personal property.

L. PERSONAL ELECTRONIC DEVICES & PERSONAL PROPERTY

Students who bring personal property to school, onto school grounds, or to school-sponsored activities do so at their own risk. Personal property includes, but is not limited to, cell phones, smartphones, smartwatches, tablets, laptops, wireless earbuds, headphones, cameras, recording devices, gaming devices, portable media players, and any other personal electronic or communication device.

The use of a personal device may be authorized in accordance with district procedures; however, authorization does not transfer responsibility for the device to District 94.

District 94 is not responsible for the loss, theft, damage, or unauthorized use of any personal property or electronic device, regardless of whether the use of the property or device has been authorized.

M. FIRE AND DISASTER DRILLS

Emergency drills are conducted regularly to help ensure the safety of students and staff in the event of a fire, severe weather, or other emergencies. All students are expected to cooperate fully and follow directions promptly during any emergency drill or actual emergency.

During Fire Drills

- Follow the evacuation procedures posted near the exit of each classroom or area.
- Exit the building promptly and in an orderly manner.
- Move a safe distance away from the building and designated exit areas.
- Remain with your assigned group or class.
- Remain quiet and follow all directions provided by school personnel.

During Severe Weather, Shelter-in-Place, Lockdown, or Other Emergency Drills

- Follow the procedures posted in classrooms and other school areas.
- Move promptly to the designated location as directed by staff.
- Remain quiet and attentive.
- Follow all directions provided by school personnel until the drill or emergency has concluded.

N. VISITORS TO THE HIGH SCHOOL

To ensure a safe and secure learning environment, visitors must receive prior authorization before entering the school during the school day. Students from other schools, former students, and other non-authorized individuals are not permitted to visit West Chicago Community High School during school hours without prior approval from the school administration. Walk-in visits are not permitted.

Parents and guardians are welcome to visit the school. All visitors must enter through Door 1, check in, present identification, and obtain a visitor's pass before proceeding to any area of the building. Visitors must wear their visitor pass at all times while on school property.

O. SOLICITATION OF STUDENTS

The Board of Education believes that the commercial solicitation of students while they are at school or are engaged in school activities is not consistent with the purpose of a public school system. Therefore, students are not permitted to solicit other students for either commercial or charitable non-profit organizations while on the school premises.

P. SUMMER SCHOOL

Summer school offerings will be determined by student interest. For further information, contact the Director of Culture & Climate.

Q. ACTIVITY PASSES

Family Activity Passes may be purchased for \$50.00 by any student or family enrolled at West Chicago Community High School. This pass is valid for all home interscholastic athletic contests (boys and girls) sponsored by West Chicago Community High School. It is not valid for Illinois High School Association-sponsored events, such as tournaments, playoffs, regionals, districts, or sectionals, or for Upstate 8 Conference Tournaments or meets. Students may attend athletic contests with a current West Chicago Community High School I.D.

R. ADMISSION TO EXTRACURRICULAR ACTIVITIES

Athletic Events

- Free for West Chicago Community High School students with a valid school ID.
- \$5.00 for adults.
- \$3.00 for children.

Musicals and Plays

- \$5.00 for students with a valid school ID.
- \$8.00 for adults.

Musical and Play Season Subscription

- The season subscription includes admission to all five productions during the school year.
- \$9.00 for students.
- \$15.00 for adults.

S. STUDENT INSURANCE

Student accident insurance is provided for all students. This insurance provides coverage for injuries due to accidents only during school hours and during school-sponsored and school-supervised activities, including athletics, on or off school premises. Coverage includes travel to and from school-sponsored activities when transportation is provided or arranged by the school. Information regarding this coverage and how to make a claim is available in the Director of Student Services office. Students who are injured and have school insurance must complete the following procedures within nine (9) days of the accident in order to collect from the insurance company:

1. Have the teacher supervising the activity or the nurse fill out an accident report. The accident report must be turned in to the Principal.
2. Obtain insurance claim forms from the Director of Student Services. Students must complete the forms and return them to the insurance provider.

T. GUEST PROCEDURES AT DANCES

Students who do not attend West Chicago Community High School may attend the Homecoming Dance and Prom if they comply with the following procedures:

1. For a guest pass, apply to the Dean 10 days prior to the dance.
2. Provide the Dean with the guest's name, address, age, and phone number.
3. Present the guest pass and a valid ID card at the dance.

NO STUDENT OR GUEST WILL BE ADMITTED TO A DANCE WITHOUT A VALID ID OR A GUEST PASS.

U. REGULATIONS FOR TCD STUDENTS

The Technology Center of DuPage provides a variety of career training programs for West Chicago Community High School. High school credit is awarded for the successful completion of a TCD program. Students who want to enroll in a TCD program must meet the following requirements:

1. Course Prerequisites (see your Counselor for the specific prerequisites for programs that you are considering).
2. A record of behavior and attendance that would indicate successful completion of the program.
3. A completed application.

V. RIGHT TO KNOW

In accordance with ESEA section 1111(h)(6) PARENTS' RIGHT-TO-KNOW, Community High School District 94 is notifying every parent of a student at West Chicago Community High School that you have the right to request information regarding the professional qualifications of your student's classroom teacher since WCCHS receives Title I Funds. Professional qualifications of your student's classroom teacher include, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. (Please note that all WCCHS teachers have met said qualifications and are certified and endorsed in their content area.)
2. Whether the teacher is teaching under an emergency or other provisional status, through which State qualification or licensing criteria have been waived. (Please note that no WCCHS teacher is teaching under an emergency or provisional certificate.)
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. If you have any questions regarding this, please feel free to contact:

Dr. Limaris Pueyo, Principal
West Chicago Community High School
326 Joliet Street
West Chicago, IL 60185

W. PLAGIARISM

West Chicago Community High School strives to ignite a passion for learning, foster leadership and responsibility, and empower all learners to live their personal best. Academic honesty is an integral part of this mission statement. As the mission statement explains, West Chicago Community High School students should accept and value responsibility for their own learning, take full responsibility for their conduct, practice good citizenship, and choose to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.

Definition: Plagiarism is the willful and intentional copying of a homework assignment, paper, project, or idea from another source without giving credit to the creator of that assignment, paper, project, or idea.

Plagiarism may include, but is not limited to, any of the following:

1. Using another's words or ideas in your own work without including quotation marks and giving credit to (citing) the author.
2. Paraphrasing another person's words without giving proper credit.
3. Direct copying of assignments from a classmate.
4. Cutting and pasting information from the Internet without indicating the sources
5. and using quotation marks.
6. Using the complete written work of another and claiming it as your own.
7. Using Artificial Intelligence (AI) models to write content and then claiming it as your own. Students are expected to follow district expectations regarding AI use as those expectations are developed in compliance with Board Policy 6:235

Honest vs. Dishonest Collaboration

Many teachers use discussion, dialogue, and collaboration as a common classroom strategy. However, students involved in collaborative activities must be reminded that the work each individual turns in must be their own unless their teacher has explicitly instructed otherwise.

X. PROCEDURE FOR PLAGIARISM INCIDENTS

1. If plagiarism is suspected, the teacher will confer with the student to discuss possible plagiarism.
2. The teacher presents his/her concern and gives the students an opportunity to respond.
3. If there is sufficient evidence of plagiarism, the teacher informs the student, contacts the parents/guardians regarding the incident (via telephone or personal conference), and will subsequently inform the Deans' office (with plagiarized material attached). All students involved in an incident receive a zero on the assignment, regardless of whether they copied the assignment or knowingly provided the work.

Students engaging in plagiarism will be subject to one or more of the disciplinary actions set forth in the Student Discipline Policy. Repeated violations may result in consequences up to and including suspension.

All freshman and new students, as well as their parent(s)/guardian(s), will be required to sign a statement indicating that they have received and read the District 94's plagiarism policy, understand it, and agree to abide by the contents thereof throughout the duration of the student's tenure at West Chicago Community High School.

V. GRADING AND GRADUATION

A. REQUIREMENTS FOR GRADUATION

To qualify for graduation from West Chicago Community High School District 94, students must earn at least 22.0 credits and successfully complete the required coursework listed below.

Subject Area	Credits Required
English	4.0

Social Studies	3.0
Mathematics (Including Algebra & Geometry)	3.0
Science	2.0
Consumer Education	0.5
Physical Education, Driver Education, & Health	4.0
Any combination of Music, Art, World Language, or Career and Technical Education (CTE)	1.0

In addition to the credit requirements listed above, students must:

- Earn credit in an American Government course that meets the requirements of Section 27-3 of the Illinois School Code.
- Successfully complete the classroom phase of Driver Education.
- Successfully complete the required semester of Health Education included within the Physical Education curriculum.

B. GRADE POINT AVERAGE (GPA)

West Chicago Community High School utilizes both a weighted and an unweighted grading system. Weighted grades are applied to designated Honors and Advanced Placement (AP) courses when a student earns a grade of A, B, or C.

Letter Grade	Unweighted GPA Value	Weighted GPA Value (Honors/AP)
A	5.0	6.0
B	4.0	5.0
C	3.0	4.0
D	2.0	2.0
F	0.0	0.0

A student's GPA is calculated using the grades earned, the point value assigned to those grades, and the credits earned in each course. Courses taken on a pass/fail basis or as an audit are not included in GPA calculations. Physical Education, Health, and Safety Education courses are included in the GPA. GPA is calculated at the end of each semester and is cumulative throughout a student's four years of high school.

Grade Point Average is used for a variety of academic and recognition purposes, including:

- Eligibility for Honor Roll and graduation distinctions.
- Eligibility for membership in the National Honor Society and the National Foreign Language Honor Society.
- Qualification for certain discounted automobile insurance programs.
- Consideration as one factor in college and university admissions decisions.

C. PE PROCEDURES

The Illinois State Board of Education requires students to participate in daily Physical Education. District 94 is a leader in program development in addressing each of the ISBE State Standards for Physical Development, and it is our intention that all students strive to achieve those state goals.

D. PE RELEASE

The PE staff revised our curriculum to institute the District 94 Freshmen and Sophomore Academies to provide all students with course content addressing the seven state goals.

Within the Academies, we have two 4.5-week units of Fitness Education-1 (freshman year) and Fitness Education-2 (sophomore year). With the PE Academies and our Health Education classes, we feel we have the foundation to be a model program where we believe all students can meet or exceed state goals. No freshman or sophomore shall be PE Released so they may successfully complete the Freshman and Sophomore Academies.

Juniors and seniors who are involved in varsity or junior varsity sports may be PE Released for the duration of their sport season, then return to their PE class so they may meet state standards. To be eligible, students must have six academic classes in addition to their PE. Throughout the PE Release period, the athlete must maintain outstanding attendance and participation in his/her sport.

E. ELITE ATHLETE PE RELEASE PROCEDURE

We recognize that, on occasion, we may encounter a student who achieves national-level recognition in athletics, and that practice conflicts may arise; consideration for a release from PE may be possible.

Criteria for consideration for PE Release for an Elite Athlete:

- This release is applicable only to juniors and seniors.
- The student's schedule must be modified to accommodate practice needs.
- The student must be recognized as a national-level athlete by the USA governing organization for that sport (i.e., USA-Soccer, USA-Swimming, USA-Softball, USA-Gymnastics, etc)

Applications for an Elite Athlete PE Release can be obtained from the PE Division Head or the District 94 Registrar. A committee consisting of the Principal, the Director of Support Services, and the Division Head of Physical Development will review each application and render a decision. Please contact the Division Head of Physical Development if you have any questions.

F. MEDICAL EXCUSES FROM P.E. & SPECIAL MEDICAL MODIFICATIONS

Students who are excused from P.E. participation by the nurse or their parents due to medical reasons are required to dress in activity clothes and attend class. All parent and nurse excuses must be made up to receive full credit.

Students who are medically excused by a physician are not required to dress for class. Students who are medically excused will be required to do a modified activity if possible. If Students cannot complete a modified activity, a written assignment may be used for students to earn credit. Students who choose not to complete a modified activity or written work will be required to follow the department's make-up procedures.

If a student must be excused from a particular activity due to medical reasons, he/she should give the physician's note to the Health Office, which will communicate with the P.E. teacher or Division Head for Physical Development to arrange an alternate activity. When a student needs an activity modified for medical reasons, he/she should give the physician's note to the Health Office, which will communicate with the P.E. teacher or Division Head for Physical Development.

G. REQUIREMENTS FOR ADMISSION INTO A DIVISION I OR DIVISION II COLLEGE OR UNIVERSITY FOR STUDENT ATHLETES

Students who plan on attending a Division I or Division II college or university and plan to participate in an intercollegiate athletic program should:

1. See the Counseling Department for the appropriate forms and information on NCAA admission requirements.
2. Consult the course description handbook for information about required courses.
3. Be aware that the student/parent is responsible for ensuring that all NCAA eligibility requirements have been met.

H. STUDENT GRADE REPORTS

Students and parents may monitor academic progress at any time through PowerSchool. Semester Grade Reports are issued at the end of each semester and become part of the student's permanent academic record. These reports include:

1. Final grades for all courses completed during the semester.
2. Credits earned for each course.
3. Previous credits earned.
4. Current total credits earned.
5. Current grade point average (GPA).
6. Cumulative grade point average (GPA).
7. Class rank.
8. Total absences accumulated during the school year.

Students and families are encouraged to review grades regularly through PowerSchool and contact the appropriate teacher or counselor with any questions regarding academic progress.

I. ACADEMIC HONOR ROLL

West Chicago Community High School recognizes outstanding academic achievement through the publication of an Honor Roll and High Honor Roll at the conclusion of each semester. Honor Roll eligibility is based on the student's semester grade point average (GPA) only and includes all courses, including Physical Education.

To qualify for High Honor Roll, students must:

1. Earn a minimum weighted GPA of 5.000 for the semester.
2. Attempt at least 2.0 credits during the semester.
3. Be enrolled in a minimum of three classes.

To qualify for Honor Roll, students must:

1. Earn a minimum weighted GPA of 4.000 for the semester.
2. Attempt at least 2.0 credits during the semester.
3. Be enrolled in a minimum of three classes.

4. Earn no grade lower than a C in any course.

VI. TRANSPORTATION

A. BUS CONDUCT

The Board of Education recognizes its responsibility to ensure that all transportation provided for students by the school District is provided safely. Therefore, a set of procedures for student school bus riders, designed to facilitate their safe transportation, shall be developed and made known to all students. The Superintendent and the Principal are authorized to suspend a student for gross disobedience or misconduct on a school bus. All such suspensions shall conform to the provisions of Section 10-22.6 of the Illinois School Code.

B. BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year, before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely, and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Janet Hurtado, Dean of Students, at 630-876-6323.

C. TRANSPORTATION TO TECHNOLOGY CENTER OF DUPAGE (TCD)

School bus transportation is provided for all TCD students. Board of Education regulations require all students to ride the school bus. Exceptions must be approved in writing by the Principal. Students who miss the TCD bus on any given day are to report to the Attendance Office. **STUDENTS MAY NOT DRIVE TO TCD.** Students who drive to TCD without permission will be subject to disciplinary action, including dismissal from the program.

D. SMOKING/VAPING AT TCD

Use of tobacco or vaping devices at the TCD center is prohibited for high school-age students at all times.

E. PARKING LOTS

West Chicago Community High School provides bus transportation to all students who live 1.5 miles or more from the school. Students are discouraged from driving their own cars to school for safety reasons and to make the best use of the limited parking.

VIOLATION OF ANY OF THESE RULES MAY RESULT IN THE LOSS OF PARKING PRIVILEGES AT THE SCHOOL, WHICH MAY PROMPT DISCIPLINARY SANCTIONS.

- Obey all rules of safe driving.
- No smoking in your car on school property (i.e., parking lots and driveways).
- Attend ALL classes, every day, unless excused. Truancy will result in the loss of your parking privilege.
- Do not leave the school grounds until your scheduled dismissal time.
- Do not transport other students off school grounds during the school day (i.e., lunch hours).
- Students are to park in their ASSIGNED LOT ONLY.
- If the lot is full, notify the Deans' Office at once. Do not park in a different lot.

- Any vehicle parked on school premises is subject to search by school/police personnel.
- The district does not provide supervision of student parking lots. District 94 accepts no liability for damages to or theft from student vehicles. Do not leave valuables in vehicles parked in school lots.
- Parking is available at the Kerr-McGee parking lot off West Stimmel Street or the Geneva Parking Lot off West Geneva Street. Students are to park in the designated student parking lots (Kerr-McGee and Geneva) ONLY unless they have been awarded parking off of Ann Street through a lottery process.
- Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by specially trained dogs, administration, and police officers. Students should be aware that personal effects and spaces on District 94 grounds are subject to search and viewing by others, and that prohibited items discovered during a search may result in discipline, including, but not limited to, expulsion from school.

VII. STUDENT SERVICES

A. RESOLVING CONCERNS

West Chicago Community High School encourages students to seek assistance when they have academic, personal, behavioral, or school-related concerns. The following guidelines outline the appropriate resources available to students.

Academic Concerns

Students experiencing difficulties in a class should:

1. Speak directly with their teacher.
2. If additional support is needed, contact their school counselor.
3. If the concern remains unresolved, consult the appropriate Division Head.

Extracurricular Activities

Questions or concerns related to extracurricular activities should be directed to:

- The activity sponsor or advisor.
- The Athletic Director for athletic programs.
- The Activities Director for non-athletic clubs, organizations, and activities.

Behavioral Concerns

1. Students with behavioral concerns or conflicts involving other students should:
2. Speak with the teacher most directly involved in the situation.
3. Contact their school counselor if additional assistance is needed.
4. Meet with their Dean if the concern remains unresolved.

Personal Concerns

School counselors are available to assist students with personal, social, emotional, and academic concerns. Students are encouraged to contact their counselor whenever support is needed. Additional support is available through:

- Teachers
- School Social Workers
- Other designated student support staff

Other School-Related Concerns

Students should direct concerns to the appropriate staff member:

- Questions regarding school rules, expectations, or disciplinary matters should be addressed with a Dean.
- Concerns involving teacher-student relationships should be discussed with a school counselor.

Conflict Resolution

Students experiencing disagreements or conflicts with other students may seek assistance from a Dean or Counselor. The school offers conflict-resolution and mediation services to help students address concerns constructively, improve communication, and develop mutually acceptable solutions.

B. COUNSELORS

Students are assigned a school counselor who will typically remain their counselor throughout their four years at West Chicago Community High School. Counselors partner with students and families to support academic achievement, college and career planning, personal growth, and postsecondary readiness.

Counselors assist students by:

- Explaining graduation requirements and curriculum options.
- Assisting with course selection and academic planning.
- Interpreting achievement, aptitude, and assessment results.
- Providing information about college admissions, career pathways, and postsecondary opportunities.
- Helping students identify their strengths, interests, and goals.
- Supporting the development of individualized educational and career plans.

Counselors serve as guides in the decision-making process. Their role is to provide information, resources, and support that enable students to make informed decisions about their education and future plans. In addition to academic and career planning, counselors are available to assist students with personal, social, and emotional concerns. Services may include:

- Individual counseling
- Small group counseling
- Crisis intervention
- Advocacy and referral services

Student privacy is respected, and counseling services are provided in accordance with applicable laws, ethical standards, and district procedures. Students who wish to meet with their counselor may visit the Counseling Office before or after school, during a study hall, or at another appropriate time to schedule an appointment.

C. COUNSELING CAREER & COLLEGE PROGRAMS

One of the services provided by the Counseling Department is a computerized program for college and career searches. These programs provide students with instantaneous access to current information on two and four-year colleges, career information and financial assistance.

D. VISITATION BY COLLEGE REPRESENTATIVES

Representatives from colleges, universities, technical schools, trade schools, and military organizations visit West Chicago Community High School throughout the school year to provide students with information about postsecondary opportunities.

Visit dates and times are announced in advance through student announcements and other school communication channels. Students interested in meeting with a representative must schedule an appointment with the Counseling Office at least two school days prior to the visit.

E. SCHOOL SOCIAL WORKERS

School Social Workers provide support to students experiencing challenges that may affect their success in school. Students may seek assistance with concerns related to school, friendships, family situations, mental health, or community-related issues.

Services provided by School Social Workers may include:

- Individual and group support services.
- Crisis intervention and response.
- Advocacy and problem-solving assistance.
- Referrals to community resources and outside agencies.
- Support in developing coping, communication, and self-management skills.

The goal of School Social Work services is to help students address barriers to learning and develop strategies that support their academic, social, and emotional success.

F. SCHOOL RESOURCE OFFICERS

The School Resource Officers assist in maintaining a safe and orderly school environment. The School Resource Officer is located near Door 1.

G. SCHOOL HEALTH SERVICES

A school nurse is available each school day from 6:45 a.m. to 3:15 p.m. Students should report to the Health Office if they become ill during the school day, are injured at school, or need assistance with a health-related concern. The school nurse also processes medical documentation related to participation in Physical Education and other school activities. Students who are unable to participate in Physical Education due to a medical condition must provide a written statement from a licensed healthcare provider to the school nurse.

H. GUIDELINES FOR ADMINISTERING MEDICATIONS

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed

School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Under the conditions outlined below, and with the approval of school administration, medication that is essential to maintain a student in school may be held by the school nurse who will supervise the

administration of the medicine. We recommend that parents consult their doctor to see whether midday medication can be adjusted or given at another time.

- Students may not carry prescribed or over-the-counter medications on their person.
- Medication may only be administered in the health office by a nurse or authorized administrator.

The nurse may administer medication at school. A West Chicago Community High School Medication Authorization Form shall be completed by the parents and physician, authorizing the school to administer the medication. This form should be obtained from the nurse. Permission forms shall be renewed annually. Short-term antibiotics can be administered at school if a physician's order is on file in the Health Office.

- Medication shall be brought in a pharmaceutical container clearly marked with the pharmaceutical instructions, the student's name, and the name of the medication.
- Over-the-counter medications shall be brought in with the manufacturer's original label.
- Medication will be kept in a locked place, and unused medicine will be discarded. Unused medications will be discarded if not picked up by the parent at the end of the school year
- The parent must report immediately any change in prescription or dosage and a new permission form must be completed for such changes.
- School Medication Authorization Forms are available in the Health Office.
- A student's parent or guardian may come to school to administer medication/s to his/her own child in the health office.

I. RICHARD M. KAMM LIBRARY AND RESOURCE CENTER (LRC)

The Richard M. Kamm Library and Resource Center is located on the second floor at the west end of the building above Entrance 1. The area includes the Study Hall Room, Seminar Space, and several breakout rooms.

The library maintains a relaxed atmosphere, but one that is dedicated to education. Although total silence is not required, consideration for the educational needs of others is expected.

Students who need to get work done may come in for lunch, but no hot or messy foods are allowed. School policies regarding phone use during class time apply in the library; phones should be stored in backpacks from bell to bell.

Library Procedures:

- Aside from study hall, students must scan in with their ID at the circulation desk when coming into the library.
- Students coming from class should show their pass to the desk attendant.
- Students may check out up to 5 books.
- Students may request book titles through interlibrary loan.
- Books circulate for 3 weeks and can be renewed online or in person at the LRC.
- Fines are only charged for lost or damaged materials.

Student Privileges:

A. Richard M. Kamm Library and Resource Center:

- The purpose of the LRC is to provide a wide variety of resources to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities.

B. Conferences:

- A conference with a teacher or counselor may be scheduled during free periods.

- Appointments for such conferences should be made in advance.
- C. Open Labs:
- Access to facilities can be arranged in advance with teachers.

J. CAFETERIA

Breakfast and hot lunch are available each day in the cafeteria. In addition to a hot lunch, there are a la carte offerings available for purchase.

K. ILLINOIS FREE AND REDUCED-PRICE MEAL PROGRAM

West Chicago Community High School participates in the National School Lunch Program. Eligible students may qualify for free or reduced-price meal benefits based on household income and other qualifying factors. Families are encouraged to complete the annual Free and Reduced-Price Meal Application. Applications and information regarding eligibility requirements are available through the Counseling Department and may be submitted at any time during the school year. Families who experience a change in financial circumstances are encouraged to apply or reapply as needed.

L. ADDRESS CHANGES

Address and telephone number changes should be reported to the Counseling Department's Administrative Assistant.

M. INTERNET USE

The Internet is a vast network of thousands of computers and millions of users worldwide. The Internet provides staff and students with access to many university library catalogs, hundreds of museums, and the Library of Congress. In addition to access to legitimate sources of information for academic purposes, the Internet makes available materials that may not be educational. For this reason, students who like to use the Internet are required to follow the guidelines listed below. Students who violate any of the Internet Guidelines will immediately lose their computer privileges.

Internet Guidelines and Expectations

The use of your internet access must at all times be in support of education and research consistent with the educational objectives of West Chicago Community High School.

Transmission to others or downloading to any school computer 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, home or address of a student or teacher. The use of school internet accounts to make purchases or place an order of any kind is prohibited.

Internet access is provided as a privilege by the District and may be revoked at any time the school deems appropriate. Inappropriate use will result in loss of these privileges and may result in school suspension or expulsion. Any vandalism or attempted vandalism (physical or electronic) to school computers, the school networks, files or others or to the Internet in any way disciplinary action and possible legal action. All students must have an Internet Agreement signed by parents or guardians on file before they will be allowed to use the internet. Forms may be obtained from our web page or in the Administration Office.

The district may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the

district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

VIII. STUDENT RIGHTS

A. DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint: Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:
<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

1. The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment and retaliation. The program includes procedures for responding to complaints, which:
2. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
3. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
4. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
5. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
6. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation, the option to resolve allegations directly with the accused; and
7. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Complaint Manager/Title IX Coordinator, Dr. Jessica Iovinelli, at hr@d94.org or 630-876-6216.

Complaints alleging unlawful discrimination on the basis of sex, or pregnancy or a related conditions, shall be initially processed through the District's Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic Violence or Sexual Violence. The Complaint Resolver shall determine if additional action is needed under the Uniform Grievance Procedure or the Title IX Grievance Procedure.

B. STUDENT SUSPENSION DUE PROCESS PROCEDURES

Before a suspension is imposed, a student will have an opportunity to meet with an administrator. During this conference, the student will be informed of the specific allegations or conduct that may result in disciplinary action and will be given an opportunity to respond and present their perspective.

If a suspension is assigned, the student's parent(s)/guardian(s) will be notified of the decision and the reason for the suspension.

Parents/guardians have the right to appeal a suspension in accordance with Board of Education policy and applicable law. Appeals will be reviewed in accordance with the procedures established by the District.

C. STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

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

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

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly

identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,² any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a

student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Name
- Address
- Grade level
- Birth date
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

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

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

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

D. DIRECTORY INFORMATION AND STUDENT PHOTOGRAPHS

As required by state law, School Districts may release Directory Information & Student Photographs/Images to the general public upon request. The school must provide this information unless the parents request in writing that it not be disclosed. Students may occasionally appear in photographs and videos taken by school or district staff members, other students, or other authorized officials. The school/district may use these images in various publications, including the school newspaper, district newsletter/website or any other district publications.

Parents who do not wish to have information or photographs related to academic honors, awards, athletics or activities should sign an Information Non-Release Form. This form is available in the Registrar's Office and must be signed and returned to the registrar no later than September 10th of each school year.

Directory Information includes:

Student name, Address, Gender, Grade Level, Birthdate and place, Parents name and address. Digital Images of a student participating in school sponsored activities or events.

Federal public law 107-110, section 9528 of the ESSEA, No Child Left Behind Act requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. The law requires the school district to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters. Forms are available in the Registrar's Office and must be completed and returned each school year.

Directory information to be withheld includes: Name, Address, Gender, Grade Level, Birth date and place, Parents' names, addresses, and phone numbers. Schools of the district do not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously.

E. DISTRIBUTION OF PRINTED MATERIALS

Students may distribute newspapers, flyers, leaflets, and other printed materials in designated areas of the school, provided they comply with the guidelines outlined below.

Distribution Locations and Times

Printed materials may be distributed only in the following areas:

- Cafeteria
- Cafeteria Lobby

Distribution is permitted between 7:30 a.m. and 4:00 p.m.

Prior Approval

Any materials not produced as part of a school-sponsored class or activity must be submitted to the Activities Director for review and approval prior to distribution. Approval is required to ensure that materials comply with District policies and applicable laws.

Prohibited Materials

The following materials may not be distributed on school property:

- Materials that promote hatred, discrimination, or harassment based on race, ethnicity, religion, disability, or other protected characteristics.
- Materials that encourage violence, unlawful conduct, or substantial disruption of the educational environment.
- Pornographic, obscene, or otherwise inappropriate content.
- Materials that defame, harass, or target specific individuals or groups.
- Commercial advertising or materials primarily intended to promote the sale of products or services, except for personal advertisements approved by the school.
- Materials intended to solicit funds without prior administrative approval.
- Materials that promote, oppose, or advocate for a candidate, ballot measure, bond issue, or other public question in a manner prohibited by law.

Permitted Materials

Materials may be distributed if they do not fall within the prohibited categories above and do not create a material and substantial disruption to the educational process or infringe upon the rights of others. School-sponsored newspapers and publications may be distributed in accordance with school procedures and are available to West Chicago Community High School students.

Litter and Clean-Up Responsibilities

Students distributing materials are responsible for maintaining the cleanliness of the distribution area. Any distributed materials discarded in the cafeteria, cafeteria lobby, adjacent hallways, sidewalks, or surrounding areas must be collected and properly disposed of by those distributing the materials. Waste receptacles are available throughout the cafeteria area.

Appeals Process

Students whose request to distribute materials is denied may appeal the decision to the Principal.

Outside Organizations

No outside organization, agency, business, or individual may distribute printed materials to students on school property without prior approval from school administration.

These guidelines apply to all West Chicago Community High School students and are intended to support student expression while maintaining a safe and orderly learning environment.

F. EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

In accordance with these regulations and the policies of the Board of Education of District 94, notice is hereby given that West Chicago Community High School does not discriminate on the basis of sex in the educational programs or activities which it operates. This practice extends to pupils and employees with respect to program admission and employment.

Grievance procedures have been developed to provide prompt and fair resolution of student and staff complaints alleging institutional discrimination on the basis of sex. This Grievance procedure is available from the Director of Human Resources, the Title IX Coordinator. Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Dr. Jessica Iovinelli
Complaint Manager / Title IX Coordinator
Email: hr@d94.org
Phone: 630-876-6216

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Complaints alleging unlawful discrimination on the basis of sex, or pregnancy or a related condition, shall be initially processed through the District's Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence. The Complaint Resolver shall determine if additional action is needed under the Uniform Grievance Procedure or the Title IX Grievance Procedure.

G. COMPLAINTS AND GRIEVANCES

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

The Board of Education recognizes that students have the right to raise concerns or file grievances regarding school programs, services, policies, or practices. Students are encouraged to resolve concerns at the lowest appropriate level by following these steps:

1. Discuss the concern with the staff member most directly involved (e.g., teacher, coach, counselor, dean, or other staff member).
2. If the concern is not resolved, present the matter to the Principal.
3. If the student is not satisfied with the response at any point in the process, a formal complaint may be filed through the District's Uniform Grievance Procedure.

The Uniform Grievance Procedure (Board Policy 2:260) provides for the prompt and equitable resolution of complaints alleging discrimination, including discrimination based on sex. Questions or concerns regarding possible discrimination, harassment, sex equity, or Title IX matters should be directed to the District Complaint Manager/Title IX Coordinator:

Dr. Jessica Iovinelli

Complaint Manager / Title IX Coordinator
Email: hr@d94.org
Phone: 630-876-6216

Additional information regarding the Uniform Grievance Procedure and Title IX Grievance Procedure is available through the District Office and on the District website.

H. SEXUAL HARASSMENT

No student shall be subject to sexual harassment or intimidation by any employee, by other students, by visitors, by contractors, and/or by the effect of any school policy or practice.

As used in this policy, sexual harassment is defined as, unwelcome sexual advances or requests for sexual favors (quid pro quo) or unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the recipient's education program or activity (hostile environment).

Sexual Misconduct is defined as, any act, including but not limited to, any verbal, nonverbal, written, or electronic communication physical activity by an employee or agent of the school district, charter school or nonpublic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such acts include, but are not limited to any of the following:

- A sexual or romantic invitation
- Dating or soliciting a date
- Engaging in sexualing or romantic dialog
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic or erotic nature
- Sexual, indecent, romantic or erotic contact with a student

Students should report acts of sexual harassment or intimidation to their counselor or to any other employee of the school they may feel comfortable talking to.

I. FAITH'S LAW RESOURCE GUIDE

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

ISBE has developed and maintains the Faith's Law Resource Guide that includes guidance for pupils, parents/ guardians, and teachers about sexual abuse responses and prevention resources available in their community, including the contact information of entities that provide services for victims of child sexual abuse and their families. You can find this resource guide at www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf

Community High School District 94 has developed and implemented an employee code of professional conduct policy, 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest in compliance with Faith's Law.

For more information about Faith's Law, please visit ISBE's Faith's Law webpage at www.isbe.net/faithslaw

Learn more about the Illinois Educator Code of Ethics at https://www.isbe.net/Documents/educator_COE_0311.pdf

J. HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

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

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault, as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Dr. Jessica Iovinelli
Complaint Manager / Title IX Coordinator
Email: hr@d94.org
Phone: 630-876-6216

K. HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

Families in need of assistance connecting to resources and support services, including housing, food, transportation, healthcare, and other community-based supports, should contact Parent Outreach Coordinator Teresa Ocon-Olhagaray at 630-876-6242.

IX. SPECIAL EDUCATION

District 94 provided a full continuum of special education services to provide a free and appropriate education in the least restrictive environment through an array of services and supports to meet the Individual Education Programs of students. Special education programming is determined through a multidisciplinary team conference, which considers a student's past performance, the result of specific evaluations and the findings of special interviews/reports. Special Education concerns and referrals should be directed to the Executive Director of Specialized Services at 630-876-6262.

Students who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under section 504 of the federal Rehabilitation Act of 1973 if the child has the following:

- Physical or mental impairment that substantially limits one or more major life activities.
- Record of physical or mental impairment
- Regarded as having a physical or mental impairment

Public Act 103-0504 requires IEP teams to determine if a student has registered for the PUNS list and requires schools to provide various information to the family if the student is not registered. The legislation required the Illinois Department of Human Services and Illinois State Board of Education to develop an online training program that includes information about the PUNS database, how to register for the database, and about organizations that offer assistance to families in understanding PUNS and the registration process. The designated D94 employee for all PUNS information is Megan Payleitner, Executive Director of Specialized Services at 630-876-6262 or mpayleitner@d94.org.

X. WARNING OF RISK

You are to be aware that athletic participation has inherent dangers and risks. Even though your participation and practice is within the rules of your sport and you are following the instruction of your coach, you may suffer a catastrophic injury. These injuries may include, but are not limited to serious head, neck or spinal injuries that may result in complete or partial paralysis, brain damage or death. Serious injury to any of the internal organs, bones, ligaments, muscles, tendons or other aspects of the musculo-skeletal system are possible. The injuries that may occur may affect your future ability to participate in athletics and recreational activities, earning a living or to engage in other business and social activities. To attempt to avoid the possibility of injury, you should follow your coaches' instruction regarding techniques, training and team rules at all times and participate within the rules of your sport.

A. STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

XI. MANDATORY NOTICES

A. ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Dr. Juan Suarez at (630) 876-6380.

B. SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

C. VOTER REGISTRATION

The Illinois State Board of Elections provides information regarding voter registration, voter eligibility requirements, and the voter registration process. Students who are eligible to vote may obtain voter registration information and resources through the Illinois State Board of Elections website at www.elections.il.gov.

D. SCHOOL VISITATIONS RIGHTS

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

E. STUDENT PRIVACY PROTECTIONS

Surveys

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

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information, including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

F. SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline
Call or text 988

Crisis Text Line
Text HOME to 741741

Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

WEST CHICAGO COMMUNITY HIGH SCHOOL DISTRICT 94
2026-2027 OFFICIAL SCHOOL CALENDAR



Approved 12/16/25

AUGUST 2026				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17 LS	18	19	20	21
24 LS	25	26	27	28
31 LS				

SEPTEMBER 2026				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14 LS	15	16	17	18
21	22	23	24	25 ED
28 LS	29	30		

OCTOBER 2026				
MON	TUE	WED	THU	FRI
			1	2
5 LS	6	7	8	9
12	13	14	15	16
19 LS	20	21	22 PT	23 PT
26 LS	27	28	29	30

NOVEMBER 2026				
MON	TUE	WED	THU	FRI
2 LS	3	4	5	6
9 LS	10	11	12	13
16 LS	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2026				
MON	TUE	WED	THU	FRI
	1	2	3	4
7 LS	8	9	10	11
14 LS	15	16	17	18
21	22	23	24	25
28	29	30		

LS = Late Start ED = Early Dismissal
X = No Student Attendance

AUGUST
10-11 NO SCHOOL - Teacher Institute Day
12 First Day of School for Students
20 Open House

SEPTEMBER
7 NO SCHOOL - Labor Day
25 Homecoming (12:00 noon Student Dismissal)

OCTOBER
12 NO SCHOOL - Indigenous Peoples' Day
22 Parent/Teacher Conferences (5-8pm)
23 NO SCHOOL - Parent/Teacher Conf. (8-11am)

NOVEMBER
23 NO SCHOOL - Staff Development Day
24-27 NO SCHOOL - Thanksgiving Holiday Break

DECEMBER
16-18 Final Exams
21-31 NO SCHOOL - Winter Break

JANUARY
1 NO SCHOOL - Winter Break
4 NO SCHOOL - Teacher Institute Day
5 First Day of Classes in 2027
18 NO SCHOOL - Martin Luther King Jr. Holiday

FEBRUARY
15 NO SCHOOL - Presidents' Day Observed
26 NO SCHOOL - County Wide Institute Day

MARCH
24 Parent/Teacher Conferences (5-8pm)
25 NO SCHOOL - Parent/Teacher Conf. (8-11am)
26 NO SCHOOL - Spring Break
29-31 NO SCHOOL - Spring Break

APRIL
1-2 NO SCHOOL - Spring Break
5 NO SCHOOL - Staff Development Day
30 Prom (12:00 noon Student Dismissal)

MAY
13 Last Day of School for Seniors
19 Commencement
20-21 Final Exams
24 Final Exams / Last Day of School
25 Last Day for Staff
31 NO SCHOOL - Memorial Day

JANUARY 2027				
MON	TUE	WED	THU	FRI
1				4
8	5	6	7	8
11 LS	12	13	14	15
18	19	20	21	22
25 LS	26	27	28	29

FEBRUARY 2027				
MON	TUE	WED	THU	FRI
1 LS	2	3	4	5
8 LS	9	10	11	12
15	16	17	18	19
22 LS	23	24	25	26

MARCH 2027				
MON	TUE	WED	THU	FRI
1 LS	2	3	4	5
8 LS	9	10	11	12
15 LS	16	17	18	19
22 LS	23	24 PT	25 PT	26
29	30	31		

APRIL 2027				
MON	TUE	WED	THU	FRI
1			4	5
8	6	7	8	9
12 LS	13	14	15	16
19 LS	20	21	22	23
26	27	28	29	30 ED

MAY 2027				
MON	TUE	WED	THU	FRI
3 LS	4	5	6	7
10 LS	11	12	13	14
17 LS	18	19	20	21
24	25	26 E	27 E	28 E
31				

JUNE 2027				
MON	TUE	WED	THU	FRI
	1 E	2 E	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

PT = Parent/Teacher Conference
E = Emergency Days



WEST CHICAGO COMMUNITY HIGH SCHOOL

Wildcat

DAILY CLASS SCHEDULE

Daily Schedule

0	7:04 - 7:50
1	7:55 - 8:41
2	8:46 - 9:32
3	9:37 - 10:23

Den Time 10:28 - 10:58

4	L	11:03 - 11:26
5	U	11:31 - 11:54
6	N	11:59 - 12:22
7	C	12:27 - 12:50
8	H	12:55 - 1:18

9	1:23 - 2:09
10	2:14 - 3:00

Late Start Mondays

0	8:30 - 9:10
1	9:15 - 9:55
2	10:00 - 10:40
3	10:45 - 11:25

4	L	11:30 - 11:50
5	U	11:55 - 12:15
6	N	12:20 - 12:40
7	C	12:45 - 1:05
8	H	1:10 - 1:30

9	1:35 - 2:15
10	2:20 - 3:00

Assembly Schedule

0	7:05 - 7:50
1	7:55 - 8:40
2	8:45 - 9:30
3	9:35 - 10:20

4	L	10:25 - 10:45
5	U	10:50 - 11:10
6	N	11:15 - 11:35
7	C	11:40 - 12:00
8	H	12:05 - 12:25

9	12:30 - 1:15
10	1:20 - 2:05
Assembly	2:15 - 3:00

Half Day Schedule

0	7:20 - 7:50
1	7:55 - 8:25
2	8:30 - 9:00
3	9:05 - 9:40
4/5/6	9:45 - 10:15
6/7/8	10:20 - 10:50
9	10:55 - 11:25
10	11:30 - 12:00