NAPERVILLE NORTH

ATHLETICS ACTIVITIES



DRIVEN

2026-2027



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Welcome

On behalf of the Huskie community, we would like to welcome all of you - returning students, incoming freshmen, and transfer students - to Naperville North High School. We are looking forward to a challenging and rewarding 2026-2027 school year!

Naperville North High School is a public, four-year comprehensive high school educating approximately 2500 unique personalities. With over 230 certified staff members, a majority of whom have a Master's degree or beyond, the school day consists of eight periods, including one period for lunch. All classes meet five days per week, during two 18-week semesters.

Whether your passion is the arts, athletics, mathematics, or computer technology, NNHS offers opportunities for beginners as well as more experienced students. Featuring over 60 AP & Honors courses and a dual credit list that continues to grow, students are encouraged to build strong academic foundations while exploring their emerging interests.

At Naperville North High School, there is something for everyone! Welcome to the Huskie family!

NNHS Building Leadership Team

Section 1 - Introductory Information & General Notices

General School/District Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's Policy Website or at the Board office, located at:

203 West Hillside Road
Naperville, IL 60540

The School Board governs the school district, and is elected by the community. Current School Board members are:

Charles Cush	President	Joseph Kozminski	Member
Kristine Gericke	Vice President	Amanda McMillen	Member
Holly Blastic	Member	Marc Willensky	Member
Melissa Kelley Black	Member		

The School Board has hired the following administrative staff to operate the School District:

Dan Bridges	Superintendent
Allison Boutet	Assistant Superintendent for Leadership - Secondary Level
Chuck Freundt	Assistant Superintendent for Leadership - Elementary Level
Mike Frances	Chief School Business Official
Jayne Willard	Assistant Superintendent for Learning Services
Missy McHenry	Assistant Superintendent for Student Services
Dr. Patrick Nolten	Assistant Superintendent for Assessment, Accountability, and Information
Dr. Meredith Haugens	Assistant Superintendent for Human Resources
Lisa Xagas	Assistant Superintendent for Strategy and Engagement
Dr. Rakeda Leaks	Executive Director of Diversity, Equity, Inclusion, and Belonging

NAPERVILLE NORTH LEADERSHIP TEAM
2026-2027

NNHS Administration			
Principal	Mr. Jay Wachtel	630-420-6484	jwachtel@naperville203.org
AP - Operations	Mr. Eric Decker	630-420-6582	edecker@naperville203.org
AP - Curriculum & Instruction	Ms. Kira Mocon	630-420-6482	kmocon@naperville203.org
AP - Student Services	Ms. Katie Genovesi	630-420-6410	kgenovesi@naperville203.org
Athletic Director	Mr. Jon Pereiro	630-420-6490	jpereiro@naperville203.org
Dean of Student Activities	Mr. Sean Williams	630-420-6821	swilliams@naperville203.org
Dean of Interventions	Ms. Kerry Niederman	630-420-3179	kniederman@naperville203.org
Dean of Students	Mr. Jeffery Farson	630-420-6503	jfarson@naperville203.org
Dean of Students	Ms. Denise Gomez	630-420-6504	dmgomez@naperville203.org
Dean of Students	Mr. Greg Hodges	630-420-6505	ghodges@naperville203.org
Dean of Students	Mr. Michael Curley	630-420-6502	mcurley@naperville203.org
NNHS Department Chairs			
Academic Support & ML	Ms. Heather Schild	630-420-6512	hschild@naperville203.org
Career & Technical Education	Ms. Melissa Oskroba	630-420-6487	moskroba@naperville203.org
Communication Arts	Ms. Helena Hitzeman	630-420-6557	hhitzeman@naperville203.org
Fine Arts	Mr. Nick Janssen	630-420-6512	njanssen@naperville203.org
Mathematics	Mr. Timothy Brown	630-420-6513	tbrown@naperville203.org
PE/Health & Driver Education	Mr. John Fiore	630-420-4252	jfiore@naperville203.org
Science	Mr. Jim Konrad	630-420-6513	jkonrad@naperville203.org
Social Sciences	Ms. Joanna Berg	630-420-3258	jmberg@naperville203.org
Special Education	Ms. Jennifer Hervey Mr. Adam Hansen	630-420-4040	jhervey@naperville203.org ahansen@naperville203.org
School Counseling	Ms. Ebony Baker	630-420-6502	ebaker@naperville203.org
World Languages	Ms. Lisa Dinon	630-420-3258	ldinon@naperville203.org

The school is located and may be contacted at:
Naperville North High School
899 North Mill Street
Naperville, Illinois 60563

The general school hours are 6:45 AM - 3:45 PM. Offices typically open at 7:00 in the morning and close at 3:30 in the afternoon. Students that are not involved in activities, athletics, or after-school events (under direct supervision) are required to exit the building by 3:45. A school announcement is made each day.

General Number:	630-420-6480	Attendance Line:	630-420-6982
Health Office:	630-420-6499	Registrar:	630-420-6528

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. A current photo ID is required for entry.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Naperville North High School alumni are welcome to visit with a written invitation from a staff member. Please bring verification (email, for example) that confirms your appointment. Alumni are not permitted to wander throughout the building, randomly visiting students or staff.

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.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Dr. Rakeda Leaks, Title IX Coordinator
203 West Hillside Road
rleaks@naperville203.org
630-328-5800

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.

District 203 Board of Education Policy Cross-Reference:
7:10, Equal Educational Opportunities
2:260, Uniform Grievance Procedure

Animals on School Property

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

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Emergency School Closing

School closing information will be available at www.naperville203.org. Information may also be announced on radio and television stations, and District social media websites. The district will also make efforts to use the automated telephone "call out" system to notify families of school closings or unusual circumstances. For your student's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Video & Audio Monitoring Systems

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

Accommodating Individuals with Disabilities

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Naperville North High School Health Office at 630-420-6499.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible for a Section 504 plan. Our school district also may be able to appropriately meet a student's needs through other means, such as a Health Care Plan.

Care of Students with Diabetes

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Naperville North High School Health Office at 630-420-6499.

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.

At Naperville North High School, students are screened once per year, using the *Signs of Suicide* program. Parents who wish to opt their child/children out of the screener should contact the students' school counselor.

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

Accommodating Breastfeeding Students

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

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.

5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

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. Graduation caps (mortarboards), however, may not be decorated. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics

- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

<u>Warning Signs of Grooming Behaviors</u>

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- 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
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason

- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications

Faith's Law was passed by the 102nd General Assembly as two separate pieces of legislation that addressed sexual abuse response and prevention. The first legislation established the definition of sexual misconduct within the School Code. The second legislation focuses on the prevention of "sexual misconduct" as defined in the first part of the legislation by school employees, substitute employees, and employees of contractors. The District's Employee Code of Professional Conduct, in part, defines appropriate conduct between school employees and students. Below are the direct links to the District's Website and additional resources regarding Faith's Law.

Faith's Law Resources: https://www.naperville203.org/departments-services/human-resources/faiths-law

Illinois State Board of Education (ISBE) Sexual Abuse Response and Prevention Guide
https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf

Children's Advocacy Centers of Illinois
https://childrensadvocacycentersofillinois.org/

Board Policy 5:120 Employee Ethics: Code of Professional Conduct; and Conflict of Interest
Board Policy 5:120 Employee Ethics: Code of Professional Conduct; and Conflict of Interest

Board Policy 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
Board Policy 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. The District's policy may be found here:

Board Policy 7:285 Food Allergy Management Program
Board Policy 7:285 Food Allergy Management Program

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse.

Illinois State Board of Education (ISBE) Sexual Abuse Response and Prevention Guide
https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf

Children's Advocacy Centers of Illinois
https://childrensadvocacycentersofillinois.org/

Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility
When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District
The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy *4:45, Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy *4:130, Free and Reduced-Price Food Services*. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Section 2 - Attendance, Promotion & Graduation

Attendance

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 who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Medical documentation submitted to verify an absence must be provided by a treating physician, physician assistant, or advanced practice registered nurse. Official medical notes must be on business letterhead or include the medical provider's business name, address, and contact information. Electronic documentation must be sent from the medical provider's professional/business email account rather than a personal email address. The District reserves the right to verify submitted medical documentation when necessary. All documentation must be received within three weeks of the corresponding appointment(s).

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by school administration. Forms for pre-planned absences are available in the Student Services #1 Office.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 630-420-6982 before 8am to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Students that are "called out" of school - or any school period - cannot remain in the building or on campus.

<u>Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students</u>
State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

NNHS allows ten student absences per period, per semester. Absences exceeding this total are considered unexcused unless appropriate documentation is provided. Once a student has hit the cap of 10 absences, assignments cannot be submitted for grading and credit **unless the student is physically present in school.** Modifications to this practice will be made as appropriate pursuant to a Section 504 plan, IEP or as an administratively approved accommodation.

Additionally, NNHS understands that mornings can be unpredictable at times. Parents may excuse their students' tardiness, but each student is only allowed four per quarter and to their first period only. Parents are not allowed to excuse tardies after a student's first period of school attendance.

Regular and consistent attendance at school is one of the most important factors in a student's success.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Make-Up Work

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 are unexcused from school will not be allowed to make up missed work.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Truancy is often referred to as “class cutting” - or being absent from school without valid cause and/or parent notification of that absence. A student who has missed 20 minutes of a class without valid reason will be considered truant to that class. Students who are truant do not have make-up privileges for missed schoolwork.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school, is subject to being administratively withdrawn from school. The school will make at least 3 documented attempts to notify the parent or guardian of its intent to administratively withdraw the student prior to such withdrawal.

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

Grading

Naperville North believes that a collective partnership with parents/guardians provides students the best opportunities for success. We ask that parents/guardians regularly check Infinite Campus for grade updates and progress notes for each course that are communicated through graded work. Monthly grade reports will be posted through Infinite Campus. These monthly grade reports serve as progress reports for the semester grade. Parents will be notified when these monthly progress reports are posted. Should you have any questions concerning your student, the first line of communication is the teacher with whom you have the question or concern. In most cases, the initial phone call will clear the issue. If the conversation with the teacher is unsatisfactory, contact administrators in this order: Department Chair, Assistant Principal, Principal.

The standards to be assessed as well as how the overall semester grade is calculated will be communicated through the syllabus for each course. The grade information displayed in Infinite Campus communicates each student’s progress toward mastery of the standards to be assessed for each course.

- Assignments and assessments listed for each course will also indicate whether the work is practice or evidence-based in nature. Practice work is a critical part of the learning process as these assignments provide students with lower-stakes opportunities for feedback as they prepare for the evidence of

learning (typically, assessments, papers, or presentations) through which students demonstrate their mastery of the standards. Practice work cannot exceed 10% of the overall coursework grade.
- Students who do not demonstrate sufficient mastery of the essential standards for each course will be required to engage in further learning and assessment. At times, this additional learning will be delivered through required intervention outside of the student's assigned class period, such as lunch, study hall, before or after school, Homeroom or WIN.
- The semester grade is calculated based on "Coursework" and a "Final Exam" for each course. Although the final exam may be a project or demonstration in nature, the culminating assessment for each course cannot exceed 15% of the semester grade.

The semester grade for each course will be assigned using the grading scale listed below and will contribute to each student's cumulative grade point average. Due to the accelerated pace, heightened expectations, or enriched nature of activities, some courses at NNHS carry additional weighted credit in the calculation of GPA. Students receiving a D or F will not receive weighted credit. Please refer to the Program Planning Guide (posted online) for complete information.

Grade	Scale	Regular Grade Point	Weighted Grade Point
A	90-100%	4	5
B	80-89.5%	3	4
C	70-79.5%	2	3
D	60-69.5%	1	1
F	Below 59.5%	0	0

Incompletes

On occasion it may be necessary for a teacher to issue a grade of an Incomplete if a student has an extended excused absence (hospitalization, medical issues, missing final exams), and the missing work/assessments are essential to the student meeting class requirements and demonstrating mastery of course content. An Incomplete will not be issued to accommodate the following situations:

a. Students who have missing assignments and assessments from earlier in the semester, particularly as a result of attendance and truancy issues.
a. Students who want to retake assessments in order to better their course grade.
b. Missing assignments that are not critical to mastery of course content, or in alignment with our grading beliefs.

Students will have 30 days from the end of the semester to resolve an Incomplete. Failure to do so will result in the student being given zero credit for the missing assignments and assessments, and the grade will be issued as stated in Infinite Campus. Extenuating circumstances will be approved by building administration.

Pass/D/Fail

Junior and Senior students may choose to take one (1) course each semester pass/fail. Students may not use the pass/fail option in a course that is a graduation requirement. If the student wants the pass/fail option for both semesters of a yearlong course, the student must submit paperwork each semester. Students must earn an A, B, or C in the course to receive a "Pass" grade. If a grade of a D or F is earned, that grade will be recorded and count toward the GPA. The Pass/D/Fail application must be picked up in Student Services, filled out and returned to the Department Chair for Counseling in the SS1 office. The application includes a complete explanation of the policy, along with all necessary compliance dates.

MX
Withdrawn from PE class for medical reasons. The school will require a note and explanation from a person licensed under the Medical Practice Act.

W
Withdrawn from class with a passing grade.

WF
Withdrawn from class with a failing grade.

Auditing a Course
Auditing of a class is permitted in circumstances approved by administrators. These circumstances may include extended illness, clear misplacement, transfer during the middle of a semester, or other extenuating circumstances. Students interested in auditing a course must contact their school counselor for the application.

Semester Exams
Students are expected to take their semester exams at the scheduled times. Approvals of absences are restricted during the last 5 days of each semester. Families should make their vacation plans to allow students to attend all of their exams, considering the District 203 calendar and the possibility of using emergency days throughout the year. Early exams will not be given. In the rare instance that a student misses a final examination, he or she will be required to take the exam during designated times over the summer. The final will be scored and a semester grade issued when the teacher or teachers return in the fall.

Notes: Students are entitled to take final examinations irrespective of previous attendance concerns - for up to full credit. Cheating on a final examination (Academic Integrity Code violation) will result in the student earning a zero and being disallowed any make-up or re-test privileges. Deans of Students will also assign disciplinary consequences (detention, Saturday school, in-school suspension) to be served the following term.

Promotion
Students advance through the high school curriculum by earning credits. A graduate will have earned at least 21 credits in accordance with state and district policies. As a general guideline, students should earn between 5-7 credits during freshman year, have 10-12 credits by the end of sophomore year, and have 15-17 credits after three years. Generally speaking, students who fail math during semester 1 of a school year are disallowed from continuing in semester 2 and must make arrangements to make-up the course in summer school or the following year (if time permits). Questions about graduation requirements can be answered by the student's assigned school counselor.

Homework
Well-designed homework can help a student improve academic retention - which may translate to better content and standardized test scores. Additionally, a reasonable amount of homework fosters crucial life skills, such as good study habits, responsibility, and the ability to work independently. Students should schedule and maintain good homework habits. Students who are absent from school with valid cause (an excused absence) may make-up missed homework in a reasonable time frame.

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Ongoing participation in a marching band program for credit;
2. Ongoing participation in an interscholastic or extracurricular athletic program sponsored by the district;
3. Enrollment in academic classes that are required for admission to an institution of higher learning provided that failure to take such classes will result in the pupil being denied admission to the institution (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Section 10 of this Handbook.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

Illinois State Board of Education rules prohibit the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Section 10 of this Handbook.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the NNHS Dean of Intervention, Kerry Niederman, at 630-420-3179.

Early Graduation

Students who will have successfully completed graduation requirements after six (6) semesters may petition to graduate. Applications must be submitted to the assigned school counselor in early March. These forms are available in the Student Services #1 Office.

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the assigned school counselor in mid-October. These forms are available in the Student Services #1 Office.

Early graduates must make arrangements with the Student Activities for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the student's final semester of attendance. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent may schedule a conference with the school counselor and/or Assistant Principal of Student Services prior to declaration deadlines. At the conference the student should be prepared to justify his/her request to graduate early.

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.

- Communication Arts - 4.0 units
- Mathematics - 3.0 units*
- Science - 2.0 units
- Social Studies - 2.5 units
- Fine Arts - .5 unit
- Career Technical Education (Business, FACS, or Industrial Technology) - 1.0 units
- Physical Education - 3.5 units
- Health - .5 unit
- Consumer Education - .5 unit

*One unit may be an Advanced Placement Computer Science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.

2. Completing all courses as provided in the School Code, 105 ILCS 5/27-605.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

Students should not confuse high school graduation requirements with college admissions requirements - which can be different among institutions. Consulting college or university websites and meeting with the school counselor at NNHS can help streamline the course selection process. Most NNHS graduates have earned more than 21 credits.

Assistance with FAFSA Application

The following individual has been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person: Brian LaPorte, College and Career Counselor, 630-548-4943; Mr. LaPorte can also be reached by email at blaporte@naperville203.org.

Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Academic Integrity

District 203 students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. It is the responsibility of our students, teachers, and administration to uphold the fundamental academic values of honesty, responsibility, fairness, respect and trust. The integrity of our district's academic programs is built upon these principles.

Educators' role in this code is to provide learners with models for achieving academic integrity and to set clear academic and behavioral expectations with consistent consequences for dishonesty. Classroom teachers will use the resources available to limit the opportunity for academic integrity violations as well. Students are expected to submit work that is an accurate representation of their knowledge and skill of the standards being assessed.

Academic integrity violations include cheating, plagiarism, self-plagiarism or copyright infringement, obtaining or providing an unfair advantage, falsification of documents, unauthorized access to records, and inappropriate collaboration, whether intentional or unintentional. The classroom teacher and administration will collaborate and exercise professional judgment in determining academic integrity violations.

The following are behaviors that constitute violation of District 203 Academic Integrity Procedures:

1. **ACADEMIC INTEGRITY VIOLATION**
   Examples include, but are not limited to, intentionally or unintentionally:
   a. Using unauthorized notes, answers, aids, calculators, electronic messages/images/content, online language translators, or other information on an examination, paper, report, project, homework or other assignments, and/or accessing the internet during a test;
   b. Copying from someone else's work, such as from an exam, test, quiz, lab report, paper, project, electronic document, homework or other assignment;
   c. Allowing another person to do one's work, such as from an exam, test, quiz, lab report, paper, project, homework or other assignment.

2. **PLAGIARISM, SELF-PLAGIARISM OR COPYRIGHT INFRINGEMENT**
   Examples include, but are not limited to, intentionally or unintentionally:
   a. Presenting the distinctive ideas, facts or words of another (in part or in whole), or imagery without appropriate acknowledgment of the source as one's own. Issues of plagiarism apply to any type of student work including, but not limited to exams, papers, any written or printed text, foreign language translations, computer programs and websites;
   b. Failing to place quoted text in quotation marks, and/or failing to attribute the source;
   c. Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent from receiving instructor;
   d. Attributing an idea, fact, or quotation to an incorrect, false, or made-up source;
   e. Copyright infringement pertains to unauthorized use of any work fixed in tangible media such as books, articles, web sites, art, music, photography, electronic and video.

3. **OBTAINING OR PROVIDING AN UNFAIR ADVANTAGE**
   Examples include, but are not limited to, intentionally or unintentionally:
   a. Sharing, gaining or providing access to examination materials prior to the time authorized by the instructor, during the exam via electronic or other transfer, or distributing examination materials to others at the conclusion of the examination.
   b. Providing or sharing material, information, or other assistance based on prior knowledge or access that is, or could be used, on an exam, quiz, project, paper, or homework assignment without teacher authorization;
   c. Sharing or giving another person a copy, in any format, of an exam, quiz, paper, lab report, homework, or other assignment when it is not part of a collaborative learning effort and promotes an unfair advantage;

d. Working with someone on any type of assignment unless you have been directed to do so by the teacher, or are doing so in ways contrary to teacher instruction. Do not share work, including electronic work, unless it is specifically expected by the teacher.
e. **If a cell phone (or other electronic device) is out during an exam, the student will receive a consequence whether or not he or she is seen accessing the phone.**
    i. If a student has a cell phone out but is not seen accessing it they will receive a referral stating, “Student had cell phone out during an assessment.” This will carry a more severe consequence than a typical cell phone violation.
    ii. If a student is seen accessing their phone during an assessment they will receive a referral for academic integrity.

If a student would like to use another student’s work as an example, the students must email the teacher (including all students involved in the share) explaining who is sharing their work and who is receiving the work. This is subject to teacher permission.

If a student is only missing class periods on testing day, the teacher will address the student and warn that next time, the student will need a doctor’s note to make up the exam.

In order to promote an environment of academic integrity we believe an imperative part of the process is an understanding of academic values. Therefore any student in violation of the academic procedures will meet with his/her Dean of Students to discuss the matter and ramifications of cheating both at the high school and college level. Our goal is to work with students to develop life-long learners who understand the importance of academic values and integrity.

CONSEQUENCES FOR ACADEMIC INTEGRITY

LEVEL 1 (formative work: homework, daily assignment, minor task)

Cheating, plagiarizing, or obtaining or providing an unfair advantage on formative assignments that include, but are not limited to, daily homework, worksheets and other classroom assignments.

CONSEQUENCES will include, but are not limited to:

- Referral to assigned Dean of Students
- Parent contact by teacher
- Academic consequence of zero on the assignment or no credit for the day

CONSEQUENCES may also include, but are not limited to:

- Disciplinary consequence (first offense is 2 hour detention)
- Notation placed in student’s temporary discipline file

LEVEL 2 (summative work: assessments, projects, papers, long-term assignments, major task)

Cheating, plagiarizing, or obtaining or providing an unfair advantage on summative assignments that include, but are not limited to, quizzes, tests , papers, projects or presentations. In addition, multiple Level 1 violations will result in Level 2 consequences, which will be determined during a meeting with the assigned Dean of Students, the student, and perhaps the teacher.

CONSEQUENCES will include, but are not limited to:

- Referral to Dean of Students
- Parent contact by teacher and Dean

- Academic consequence (first offense includes an opportunity to re-do assignment for up to a 70%; second offense is opportunity to re-do the assignment for up to 59%; third offense is a 0)
- Disciplinary consequence (first offense is 4 hour Saturday school; second and third offenses will result in more significant consequences, which may include suspension)
- Notation placed in student's temporary discipline file

CONSEQUENCES may also include, but are not limited to:

- No public recognition of the student at any honors function
- Notification to Honor Societies
- No distinguished scholar recognition
- Co-Curricular Code of Conduct Violation
- No scholarship money granted to the student by the High School Scholarship Committees
- Class level change

LEVEL 3 (large scale offense or repeated violations)

Theft, sale or the distribution of those materials including, but not limited to, examinations, quizzes, or any material used to gain an unfair advantage; or changing and/or falsifying a grade. Cheating on a final exam or culminating project is considered a level 3 violation. In addition, multiple Level 2 violations will result in Level 3 consequences, which will be determined during a meeting with the dean, teacher and student.

CONSEQUENCES include, but are not limited to:

- In addition to Level 2 consequences, any actions deemed to be criminal in nature may be referred to the Naperville Police Department;
- An academic integrity violation on a final exam will result in a score of zero for the final - and the issuance of consequences (detention, Saturday school, or in-school suspension) during the following term.

AI Belief Statement

At Naperville North High School, we strive to build a learner's mindset in all students, developing qualities such as adaptability, communication, critical thinking, and global citizenship. Generative Artificial Intelligence (AI), offers new opportunities to engage with important technology relevant to the future that also raises significant educational considerations. AI tools provide unique ways to engage students in the learning process, hence we encourage our staff to guide students in using AI responsibly. Teachers have the authority to establish guidelines for AI use in their classrooms, setting clear expectations for how AI can be used on learning tasks. Concurrently, we recognize that reliance on AI risks replacing genuine student engagement and original thought, undermining the attributes we aim to cultivate. Striking a balance between leveraging AI tools effectively and maintaining educational standards is crucial to the learning experience of each student.

Section 3 - Student Fees and Meal Costs

Fines, Fees, 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 curricular and extracurricular programs of the school district due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the 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 Mc-Kinney-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;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly 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.

Free or reduced price meals are available for qualifying students. For an application, contact 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 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.

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

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Section 4 - Transportation and Parking

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. Students are expected to follow all school rules and the directives of the bus driver while on the bus. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the student's assigned Dean of Students.

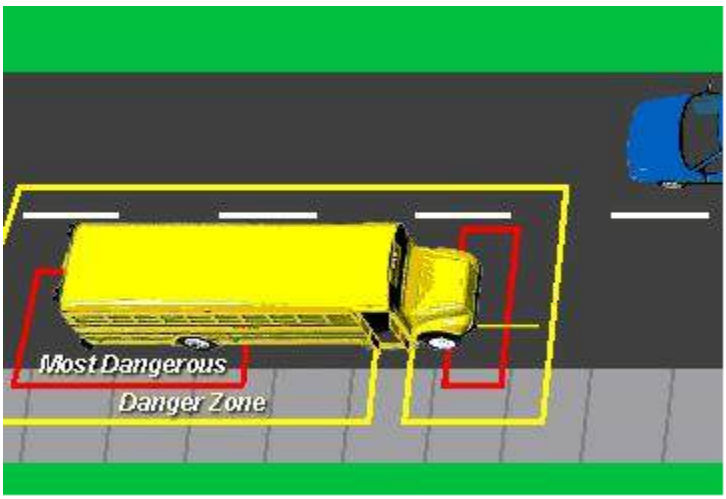
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. A student may be suspended from riding the school bus for 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:

1. 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.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. 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.
7. Always listen to and follow 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.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. 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.
10. 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.
11. Never run back to the bus, even if you dropped or forgot something.
12. Students that ride district buses may be required to show a valid student ID.



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 the student's assigned Dean of Students.

Parking

Students may park their vehicles in lots with designated *Student Parking*: namely the West (athletic) lot and the NPAC (auditorium) lot between the hours of 6:45 AM and 15 minutes after a student's last event at the high school for that particular day. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines, designated student parking spots, in spaces reserved for staff, or in handicapped parking (without authorization) may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action which may include revocation of parking without a refund.

The lots in front of the school and on the east side of the building are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, campus security, and/or the School Resource Officer. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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

Other parking regulations:

- Motorcycles are not allowed.
- Only park on campus if you have a valid tag displayed. If you forget your tag you must park off-campus.
- Any change in vehicle registered to the parking tag must be reported to the main office.
- If you lose your tag, you must report it immediately to the Main Office. If it is determined that you are allowed to receive a replacement tag, a replacement charge of $35 will be assessed. We can replace your tag ONE time; if you lose or misplace it again, you will forfeit parking privileges. See Pat Dusek in the Main Office for questions.
- Forged or copied tags are not valid. Any purchase, sale and/or transfer of parking tags among students is not permitted and will result in suspension or revocation of parking privileges. Underclassmen that do this will be disallowed parking privileges during their senior year.
- Do not share your tag with another driver/student. This will result in suspension or revocation of parking privileges. Once seniors graduate or leave the school car tags assigned to them are invalid.
- Temporary parking cannot be provided. We do not have the space.
- Students must follow all the laws with regard to the number of young people in a vehicle.
- Do not transport underclassmen or any unauthorized students off school grounds during the school day.
- Driving recklessly or speeding, parking in areas that are not designated for student use, failing to follow school rules, etc. are prohibited.
- Students who do not have parking privileges are encouraged to use the bus transportation to and from school.
- If you lose your parking privileges for any reason, your money will not be refunded.

PARKING LOCATIONS:

West Lot (athletics); Tennis Courts; Auditorium (NPAC) Lot **(see green areas below).**





Section 5 - Health and Safety

Immunization, Health, Eye and Dental Examinations

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 prior to:

- 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 immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. 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 his or her 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. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
5. Homelessness.

Student Medication

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 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 Naperville North High School Health Office 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.

Guidance & Counseling

The school provides a guidance and counseling program for students regarding college, career and post-secondary plans. The counseling curriculum supports students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. All students have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information. Under Illinois law, any student 12 years of age or older may receive school counseling services to address without consent of the student's parent/guardian.

The school's counselors are available to those students who require additional assistance. Counseling under Section 3-550 of the Illinois Mental Health and Developmental Disabilities Code is available to all students 12 years of age or older. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

In 2026-27, Naperville North's Guidance & Counseling structure is:

Student Alpha Teams
FAX: 630-848-3945

Katie Genovesi, Assistant Principal of Student Services
Barbara Rustik, Administrative Assistant - 630-420-6410

Ebony Baker, Counseling Department Chair

Lauren Deno**,** 504 Coordinator
Hilary Lehman, 504 Coordinator (Covering Team Kl-Ro)

Team: A-Di
630-420-6505
Dean of Students: Greg Hodges
Social Worker: Jenna Cartwright
Psychologist: Lisa Tyler
Nurse: Teresa Schindler
Administrative Assistant: Kim Giannone

School Counselors
Mary Lazowski (A-Bres)
Molly Murray (Bret-Di)

Team: Dj - Kj
630-420-6502
Dean of Students: Michael Curley
Social Worker: Deepak Santhiraj
Psychologist: Ms. Elizabeth Struna
Nurse: Teresa Schindler
Administrative Assistant: Ms. Julia DeLaRosa

School Counselors
Katy Miller (Dj-Hal)
Annie Gomez (Ham-Kj)

Team: Kl-Ro
630-420-6503
Dean of Students: Mr. Jeffery Farson
Social Worker: Kaitlyn McAdams
Psychologist: Ms. Michelle Marcowka
Nurse: Cindy Yi
Administrative Assistant: Ms. Cheryl Fundakowski

School Counselors
Ross Katsma (Kl-McC)

Jen Witt (McD-Pan)
Angelo Georgacopoulos (Pao-Ros)

Team: Rot-Z
630-420-6504
Dean of Students: Ms. Denise Gomez
Social Worker: Mr. Brent Terada
Psychologist: Ms. Kattie Patzelt
Nurse: Cindy Yi
Administrative Assistant: Ms. Beth Bava

School Counselors
Ryan Hall (Rot-Ta)
Stacy Anderson (Te-Z)

Student Advocacy Specialists
Jen Smith
Rebecca Moss

Dean of Intervention
Kerry Niederman

Registrar
Roseann Laraia
Megan Pereiro, Assistant

College and Career Center
Brian LaPorte

College and Career Assistant
Heidi Roffman

Whenever a student needs to confer with someone about scheduling, post-secondary planning, academic or personal problems, work programs, or similar services, the student should contact the Student Services #1 Office. If possible, appointments with a student's assigned school counselor should be scheduled during the student's study hall or lunch period. Counselors will request a student conference at times during the year; however, students should initiate conferences with the counselor whenever the student needs assistance. For most students, a counselor is assigned based upon a last name alphabetical assignment. We attempt to keep each student with their counselor throughout their high school experience. Your counselor will provide services in the areas of guidance, counseling, 4 year planning, pathways and endorsements, post-secondary planning and college selection and application. Specialized assistance and services are provided through the Health Office, Psychologists and Social Workers. You may reach your child's counselor or request any special services by calling the Student Services Office.

Counselor Changes
Because Naperville North assigns each student to a *team of people*, reassigning school counselors (which is only one portion of the team) **is not possible**. This, however, does **NOT** mean that students cannot glean

advice – personal or otherwise – from a different counselor, provided another staff member has available appointment time. Each student's current, assigned counselor will be responsible for student course selection, credit checks, and reviewing post-secondary plans. Teams are equipped with other professionals so that students have access to a variety of personalities and services. Each team includes: two or three school counselors, a social worker, a psychologist, a nurse, a Dean of Students, and a Dean of Interventions. Students who feel as though they have received inadequate service are encouraged to speak with their assigned Dean of Students or the Department Chair for Counseling, Ms. Ebony Baker.

Dropping a Class

Naperville North High School relies on instructors, students, and parents to make careful observations and evaluations regarding course selection. Occasionally, a student will elect to take a weighted, honors, or AP course despite the fact that he or she may not have been recommended for placement by a teacher.

In situations such as these, the following will be understood:

Students are committing to taking this class for the full term (either one semester or one full year) with the following notes:

1. Within the first **five days of the semester**, a student may, if open seats remain, elect to move into the regular, academic course. Example: On day four, a student decides that AP Government should be replaced with Government;
2. **From days 6-20 of the semester,** a student may drop the course without penalty for a study hall. Please understand that if a student does this, placement in mathematics, foreign language, and other sequentially-designed classes may be impacted. Additionally, a student's credits (sometimes in prescribed subjects) will be affected.
3. **After the 20th day of the semester,** a student may not, under any circumstance, drop a course without earning a "WF" (a withdrawal/fail) on the transcript. The student will then be placed into a study hall. Again, number of credits and future placement in a content area will be impacted by this decision.

Please consult *The Program Planning Guide* (posted on the Naperville North website) for course descriptions.

Early Dismissal, Late Arrival, and Seniors with a Study Hall

Seniors in good standing are extended the opportunity to opt for *Late Arrival* or *Early Dismissal* during both semesters. Students must select one or the other and are not allowed to "have both."

The Naperville North policy on attendance – with regard to the **full-time student** – is in line with the Illinois State Board of Education's policy. All students must be in class for 300 minutes per day. In terms of the NNHS schedule, that means that students would have to be in six classes (one can be study hall) and have a lunch. As a result, *Late Arrival* **and** *Early Dismissal* cannot appear on a single schedule.

If a senior has a study hall, he or she is expected to attend that study hall. The Deans of Students will treat attendance in study hall as they would treat attendance for an academic course. Please see prior pages in the handbook for a comprehensive explanation of the attendance policy and administrative regulations.

A senior who is "called out" of study hall excessively will be called in by the Dean of Students and asked to provide a written doctor's note verifying illness. Students who have earned enough credits for graduation are **not exempt** from this policy; however, if early graduation is desired, the student should meet with his or her counselor.

Lunch Changes

Scheduling at Naperville North High School is a process that involves student course selection, the assignment of certified staff, and the ordering of student materials. It requires careful consideration of individual student needs and demands meticulous balancing so that classes are not overloaded.

Lunch periods are no exceptions. We have looked at the lunch periods carefully, making certain that we have appropriate numbers of students in each – without overcrowding our two lunch rooms. We have looked at various medical needs of our students. In all, we have scheduled with every student in mind.

With that being said, lunch assignments cannot and will not be changed. We simply cannot manipulate schedules so that friends can be with friends or that seniors can go "out to lunch" with certain peer groups or because of carpooling. We do encourage you, however, to meet new people. Mingle with others; get to know our spirited student body. Make new friends in your lunch hour. Check out peer tutoring options, head to the Learning Commons, or find a new group of seniors going off-campus. With approximately 800-900 students in each lunch period, you *will be* able to find someone to connect with.

If you have a specific medical issue and are asking for a lunch time change, you must sign a consent form so that a conversation can occur between our school nurse and the recommending physician or other medical professional. The change is not guaranteed; it is contingent upon a student's individual needs and the school's ability to provide reasonable accommodations during a scheduled lunch period. Authorization forms (consent forms) are available from your school counselor and must be signed by the student, parent, recommending professional, and the school nurse assigned to your Student Services Alpha Team.

Teacher Changes
District 203 High Schools are committed to providing a top-notch education for all students. We take great pride in our course offerings, our resources, our teachers, and our development of academic interventions for all students.

We understand that students, as they make their way through Naperville North High School, make connections with various teachers or *prefer the teaching style of one teacher over another.*

We also know that our teachers are here because they love the teaching field, helping students, and their content areas. In order for our students to take advantage of the different teaching styles and approaches in the classroom, Naperville North High School has published the following policy on teacher changes:

Naperville North is fortunate to have a diverse student body and a talented teaching staff. In order for students to grow as learners, they should have experiences in the classroom with different teachers during their four years in our high school. We encourage all students to meet frequently with their teachers to ask for extra help or to discuss any difficulties that they are having in class. For this reason, NNHS cannot accommodate requests for specific teachers. You can find the statement here: Policies

Post-Secondary Advising and Resource Center (PARC) - located in the NNHS Learning Commons
The Post-Secondary Advising and Resource Center houses numerous resources for students' postsecondary planning, including information on colleges/universities, careers, the military, trades, and gap years. The PARC also hosts college visits, where students can meet with representatives from institutions they are considering. Students will use SchooLinks, which enables them to take various interest inventories, and explore prospective colleges & careers. A certified College and Career Counselor and a full-time assistant are available to aid students in using the college and career resources. The NNHS post-secondary planning guide, created in partnership with Naperville Central High School, can be found here: Home

SchooLinks
This program is a modern college & career readiness platform, which delivers a fun and personalized experience for students and families. SchooLinks streamlines postsecondary planning activities, from career interest inventories, to assisting in the college application process. Often, students will use the SchooLinks

application during counseling curriculum sessions. SchooLinks is also used to record service hours. The platform can be found here: SchooLinks

Summer School
District 203 regularly offers summer school classes for students who seek both remediation and acceleration. Generally speaking, NNHS and NCHS alternate as host sites, and summer sessions ("semesters") are three weeks in length. Summer school registration typically opens in March and closes toward the end of May. You can stay up-to-date on registration and course offerings through this link: Summer Learning

Transcript Requests
All students can access their transcripts, albeit unofficial, through Infinite Campus. Seniors who are applying to colleges and universities will complete a survey toward the end of the school year on SchooLinks that includes a question and authorization regarding final transcripts. Students will use this survey to "tell the registrar" where 8-semester transcripts should be sent. This is a free service to seniors. Underclassmen (and seniors alike) occasionally need transcripts throughout the school year as well: for scholarships, state identification, driver's licenses, etc. Students should reach out directly to the NNHS Registrar, Roseann Laraia, in SS2, or via email at rlaraia@naperville203.org.

Work Permits

Naperville North students and younger minors, residing within the boundaries of Naperville Community Unit School District 203, may apply to obtain a work permit. Please call 630-420-6410 or visit the Main Office (AP of Student Services) to make an appointment. It is important that you review the requirements and necessary documents before making an appointment: Work Permits

Withdrawal from School
Life happens, and occasionally, students will need to withdraw from Naperville North for a variety of reasons. Most frequently, a withdrawal occurs when a student's family is moving to another community. The withdrawal process at NNHS originates with the school registrar. The registrar will collect materials (textbooks, chromebooks, student IDs) and make sure that NNHS has all of the information it needs to send student records to a new school. This process does not take long but requires an appointment. For availability, please contact Roseann Laraia, rlaraia@naperville203.org, or by calling the registrar at 630-420-6528.

School Profile
The Naperville North High School profile is a document that highlights the senior class and is sent to colleges and universities when students apply to those institutions. This document showcases the academic achievements of NNHS students, explains the grading scale used in the high school, and lists the many colleges and universities that our students attend. The current school profile can be found here: Naperville North High School Profile 2025-2026

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school incident of violence, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill

will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Communicable Diseases

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

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

Head Lice

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the assigned school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Tip 203 webpage. Reports may also be made to the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the

threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact Katie Genovesi, Assistant Principal for Student Services.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Section 6 - Discipline and Conduct

School Dress Code

The student dress code at Naperville North High School is derived from Board Policy 7.160, Student Appearance: *Students' appearance, including dress and personal hygiene, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health and safety.*

Naperville North will promote a positive learning environment consistent with the values of Naperville Community Unit School District #203 to ensure a safe and inclusive working environment for all students, staff and community, regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size. An individual's dress, personal appearance, and cleanliness - as well as behavior - demonstrate sensitivity to, and respect for, the learning community.

1. Students must wear bottoms, tops, and shoes
2. Clothes must be worn in a way that genitals, buttocks, and nipples are fully-covered with opaque (non-transparent) material
3. All undergarments must be covered by outer attire (visible straps are allowed)
4. Caps, hats, or head coverings may be worn in the building during the school provided that they do not compromise the ability to identify a student, compromise academic integrity, or cause a disruption to the learning environment
5. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, pornography, profanity, violence, gangs, or weapons may not be worn at school
6. Students cannot wear anything that includes hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, or national origin (adapted from the American Library Association)

These guidelines may be adapted by building or district administrators for special events or other school-sponsored activities. Student athletic and activity apparel will be defined by safety and performance standards. All dress code adaptations must follow Board Policy 7.160 - Student Appearance.

Student Behavior

Philosophy and Conduct

The Board believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or their designee.

The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules and guidelines to encourage positive, constructive and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior issues in our schools will be reduced and a better educational environment will prevail.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules that will not tolerate harassing, hazing, bullying, or intimidating behavior. All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior issues should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique, and that administrative discretion is necessary, the goal is to implement the appropriate behavioral, disciplinary, and/or restorative intervention(s) needed to change the undesirable behavior and maintain an orderly school environment.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

Additional Interventions Related to Discipline Code

The District is concerned for the health, safety, and well-being of all students and recognizes that students' issues as they are manifested in school – specifically behavior, attendance, health, and academic issues, may impact their ability to learn.

The District recognizes these issues as legitimate educational concerns, and seeks to address them, by offering support, and interventions. Forms of intervention, prevention and/or education may include observation of inappropriate behavior, intervention at appropriate levels, restorative measures, encouragement of professional assessment, referral, and support/aftercare.

Substance Abuse

To ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of illegal substances or drugs, alcohol or the misuse or abuse of prescription or non-prescription drugs, identify student behavior that may indicate such or misuse/abuse, and implement intervention or support services along with appropriate disciplinary action.

When and Where Conduct Rules Apply

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

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

Administrators shall report suspected criminal violations to the Naperville or Lisle Police Department or other law enforcement agencies, as appropriate and in accordance with the requirement of the Individuals with Disabilities Education Improvement Act of 2004.

Prohibited Student Conduct

The Administration is authorized to impose discipline for gross disobedience or misconduct. The following examples of gross disobedience or misconduct in no way limit the Board's ability to discipline students for conduct, which is not specifically listed. In addition, prohibited conduct shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense.

Prohibited conduct includes, but is not limited to:

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and State law regarding truancy will be strictly enforced by school officials.
3. Failure to follow student schedule.
4. Off campus violation during the school day. Once students arrive on campus they must remain on campus until the end of their scheduled school day unless authorized or approved by the building or District administration.
5. Disobeying directive of staff members or school officials, or disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification or submit to a search.
6. Prohibited conduct or promotion of prohibited conduct on District property, at school sponsored activities, at a school bus stop, or as a school bus passenger.
7. Engaging in any activity on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, the educational atmosphere, or an educational function, including but not limited to conduct that may reasonably be considered (a) a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
8. Damage resulting from misconduct; damage to school property or personal property of District employees, students or others; or criminal damage to property of any such persons. (Restitution will be required for any violation of this provision).
9. Unauthorized use of school property.
10. Entering school property or a school facility without proper authorization.
11. Disregard for student parking regulations.
12. Posting of signs and/or other materials without administrative approval.

13. Gambling.
14. Forgery and/or falsifying information.
15. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
16. Theft, including taking the property of others without their permission or consent, possession of stolen items and possession of tools that are used to gain possession of another person's property.
17. Use of profane or obscene language.
18. Insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and all other District employees and volunteers.
19. Wearing or the display of garments, objects, jewelry, or body art that disrupts the educational process, interferes with the maintenance of a positive teaching/learning climate, or compromises reasonable standards of health and safety.
20. Violation of Bus Conduct Policy or related Administrative Regulations.
21. Use of cellular phones and any other electronic communication devices from the beginning of the first class period until the end of the last class period unless authorized or approved by the building or District administration.
22. Use of any electronic device including computers, tablets, telephones, cameras, or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images on school grounds during the course of the school day in any manner that disrupts the educational environment or violates the rights of others including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person. Prohibited conduct also includes student behaviors in a remote or eLearning setting, which disrupts the educational environment, interferes with the learning of others or violates the rights of others.
23. Obtaining or gaining passwords, unapproved access to District's information network, computing systems and applications, solutions or components thereof through the use of social engineering, possession or use of hacking hardware or software or any other tools or applications that can be used maliciously and pose a threat to the District's information resources, systems or data, unless approved by teachers or building administrators.
24. Unauthorized or improper use of the District's information network, computing systems and applications, solutions or components thereof. This includes accessing technology related resources on any device connected to the District's information network by circumventing District security measures to gain access to non-approved or restricted web sites, systems and applications as well as violations of the Access to Electronic Networks Policy 6.235.
25. Performing manual or automated actions such as installing unapproved software, computer programs or routines that alter the normal functioning state of any District computing device or system.
26. 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 their duties or employment status or status as a student inside the school.
27. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards others that appear to terrorize, intimidate or start fights.

28. Fighting.
29. Any action, including physical assault that threatens the well-being of Board members, District employees, students, volunteers, or other persons
30. Making or causing to be made a threat against the school: including but not limited to a bomb threat or a school shooting.
31. Deliberately causing, attempting, or threatening to cause injury to another person.
32. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
33. Possession of lighters, matches or other such materials.
34. Possession or use of an explosive or incendiary device.
35. Possession or use of fireworks (i.e. smoke bombs, stink vials, firecrackers, caps, etc.).
36. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section for this policy, or violating the Weapons sections of this policy.
37. Participation in any unauthorized fraternity, sorority, or secret society, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and requesting payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.
38. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, gender-identity, gender-related identity, sexual orientation, socioeconomic status, or physical differences.
39. Hazing, aggressive or demeaning behavior that does or may result in physical, emotional or psychological harm to another or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, bullying, bullying using a school computer or a school computer network or other comparable conduct. Hazing is defined as requiring a student to perform an act for the purpose of induction or admission into any group, organization or society associated with District 203 if the act is not authorized by District 203 and the act results in bodily harm to the person.
40. Harassment, of a student or staff member, which includes intimidation, threatening individuals or inciting the participation of others in such behavior for any reason including, but not limited to 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; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic through, but not limited to, verbal comments, racial, ethnic, religious or other slurs or threats, physical gestures or actions, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication.
41. Bullying or cyberbullying, as defined in Board Policy 7:180.
42. Sexual harassment as defined under federal or state law. Refer to Administrative Regulation #7.20R for definitions of Sexual Harassment.
43. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference or (b) display of affection during non-instructional time.
44. Teen dating violence, as described in Board Policy 7:185.

45. Use, possession, transfer, purchase, sale or offer for sale, of tobacco products or nicotine delivery device including but not limited to e-cigarettes/vaping devices.
46. Use, possession, distribution, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by any alcoholic beverage. Students who are under the influence of an alcoholic beverage are treated as though they had alcohol in their possession.
47. Use, possession, distribution, transfer, purchase, sale, offer for sale of:
    a. Any illegal drug or controlled substance or cannabis (including marijuana, hashish, and medical cannabis), unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law,
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing individual's instructions. The use or possession of medical cannabis, even by a student for whom the 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. This prohibition does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in table or powdered form.
    g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. Such a student may not possess, transfer, purchase, sell, offer for sale, or abuse cannabis, including marijuana, hashish and medical cannabis.
    h. Drug paraphernalia, including devices that 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.
    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 had the prohibited substance, as applicable, in their possession.
48. Activating or causing to be activated a false fire alarm or disaster alarm.
49. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
50. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, hazing and any activity prohibited by criminal law or municipal ordinance.

Terminology Used in Prohibited Student Conduct

The term “intoxicant” includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant, which produces a “high” such as pure caffeine in tablet or powder form.

The terms transfer, sale and purchase include any involvement in such activity or the attempt to conduct such activity.

The terms “possession” and “use” shall include possession or use by a student who has consumed, or is impaired by, or reasonably appears (such as through odor or behavior) to have consumed or be impaired by, any of the aforementioned substances, whether prior to entering school or at any school-sponsored event.

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

Weapons in School

The Board shall expel a student who is determined to have brought a weapon 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 calendar year, but not more than two calendar years. A “weapon” is defined as:

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 2012.
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 in subdivision (1) of this subsection.

The prohibition concerning firearms applies even if (1) a student is licensed to carry a concealed firearm, or (2) a non-student visitor who is licensed to carry a concealed firearm stores a firearm in a locked vehicle in a school parking area.

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

Disciplinary Measures

Efforts, including the use of positive interventions, restorative measures and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion for such behavior.

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

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardians(s)
2. Disciplinary conference.
3. Withholding or privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The building principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student's parent/guardian have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
10. Out-of-school suspensions from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended will also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled will also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code, in accordance with Board Policy 7:212, Alternative Placement Procedures. A student must not be denied transfer because of the expulsion, except where the transfer would cause a threat to the safety of students or staff in the alternative program.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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

Re-Engagement of Returning Students

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

Early Identification – Aggressive Behavior

Any school staff member, who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the building administrator. The building administrator shall establish procedures by which teachers may refer such a student. The building administrator shall determine whether the conduct and behavior of the student are of such a nature and degree that the student is at risk for aggressive behavior. The building administrator shall promptly notify the student's parents/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available intervention procedures as are deemed reasonably appropriate.

Required Notices

A school staff member shall immediately notify the building principal as soon as possible in the event that they (1) observes any person in possession of a firearm on or around 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 their supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff member or is subject to a battery, or (4) observes hazing of a student that results in bodily harm. If the hazing results in great bodily harm or death, the school staff member shall immediately notify law enforcement and then the building principal or Superintendent. Such action may be delayed if immediate notice would endanger students under their supervision.

Upon receiving a report of a person in possession of a firearm, 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, 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 incidents involving battery against staff members to the IL State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations, which include guideline procedures to establish and maintain a reciprocal reporting system between the District and local law enforcement agencies regarding criminal offenses committed by students.

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. Only those teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, who have been specifically trained, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

The Board directs the Superintendent to provide an annual report on student discipline data, specifically on disparities and the development of a metric based plan to decrease disparities including but not limited to the following subgroups; low income, special education/504, gender and/or race.

Student Handbook

This student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Within the first week of school, the student discipline policy and description of prohibited conduct will be reviewed with the students. Students will be required to sign a receipt for the handbook. A copy of the student handbook will always be available through the Naperville North High School website.

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 and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, 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 non-school-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.

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 students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the assigned Dean of Students, building principal, nondiscrimination coordinator, district complaint manager, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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 by phone call or in writing.

Nondiscrimination Coordinator:
Dr. Meredith Haugens
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Naperville, IL 60540

MHaugens@naperville203.org
630-420-6300

Title IX Coordinator:
Dr. Rakeda Leaks
203 West Hillside Road
RLeaks@naperville203.org
630-328-5800

Complaint Managers:
Allison Boutet
203 West Hillside Road
ABoutet@naperville203.org
630-420-6311

Chuck Freundt
203 West Hillside Road
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630-420-6318

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.

A student will not be punished for reporting bullying or supplying information in good faith, even if the school'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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

District 203 Board of Education Policy Cross-Reference:
7:20, Harassment of Students Prohibited
7:180, Prevention of and Response to Bullying, Intimidation and Harassment
7:190, Student Behavior
2:260, Uniform Grievance Procedure

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/ or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

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:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. 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;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. 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
6. 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 Nondiscrimination Coordinator, and/or a Complaint Manager.

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, dating violence, domestic violence, 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.

Nondiscrimination Coordinator:
Dr. Meredith Haugens
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630-420-6300

Title IX Coordinator:
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Investigation Process
All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

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.

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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

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 Nondiscrimination Coordinator, and/or a Complaint Manager.

Lunch & Cafeteria Rules

In 2026-27, all juniors and seniors in good standing - and with parental permission - are afforded “Off-campus Lunch” privileges.

Eligible students may leave campus or proceed to the cafeteria during lunch. Freshmen and sophomores will proceed to cafeterias. The following rules shall be observed and abided by during lunch:

1. Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
2. Students leaving campus must do so immediately upon dismissal from class.
3. Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
4. Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.

5. Roaming the hallways or leaving designated areas of the building (specifically intended for use during lunch periods) will result in disciplinary consequences.
6. If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline - up to and including revocation of off-campus lunch.
7. If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
8. Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
9. Students shall return to the school building on-time and refrain from bringing in outside food.
10. Naperville North High School does not allow food delivery of any kind (Uber Eats, Door Dash, or any similar application). The food will not be accepted on-campus, and students will not be issued a refund;
11. Students may not go outside and retrieve any food delivery to be eaten on campus.

Cafeteria Rules

1. Students may not save seats for other students.
2. Loud talking, yelling, screaming, and other disruptions are prohibited.
3. Students shall not throw food or drinks.
4. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
5. Likewise, students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
6. Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
7. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall report spills and broken containers to cafeteria staff immediately.
10. Students are required to clean up their messes by throwing away trash, used utensils, napkins, containers, etc. in the many available trash cans in the cafeterias.

Misbehavior may result in disciplinary action according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework (or having multiple failing grades in other classes);
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Access to Student Social Networking Passwords & Websites

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. In 2026-27, personal devices (other than cell phones) are not allowed in school. Students are required to use school-issued Chromebooks.

Cell Phones

Students may be in possession of cell phones, pagers, and other electronic devices during the school day; however, cell phones should not be seen or heard in the classroom unless a teacher has given explicit permission. In 2026-27, all teachers will adopt a policy for phone collection (i.e. "phone jail") so that phones are inaccessible during instruction, testing, or school presentations. Students who do not comply with the procedures - or who use "dummy phones" or phone cases to comply with these procedures - will be issued consequences. Appropriate use of cell phones is allowed during passing periods, during study halls, at lunch, before and after school. Please note that cell phone use is strictly prohibited in locker rooms and restrooms at all times. Additionally, cell phones are not allowed in the hallways or restrooms during class time; therefore, if a student is out of class - on a restroom pass, for example - he or she is not allowed to have a phone. This is especially relevant during assessment periods. Continually violating the cell phone policy may result in a parent meeting, detention and/or in-school suspension, and loss of other privileges.

Furthermore, cell phones are disallowed completely when the school conducts state testing (ACT or NMSQT, for example). Simply being in possession of a cell phone will result in the student's test being invalidated and/or the student being sent home. Phones must be powered-down completely and stored with the proctors or in a backpack/purse in a designated location of the testing room. Accessing a phone during any time during a standardized testing day - breaks included - will result in the student's score being cancelled and the student sent home.

Appropriate use of these devices is still allowed during non-instructional time (lunch, before and after school, and during passing periods). Generally speaking, however, phone or ear bud use is not permitted in homeroom, WIN sessions, detentions, or in-school suspensions.

Headphones, Airpods, and Earbuds

Students may be in possession of these items; however, the use of ear buds and headphones is strictly prohibited in the classroom unless permission has been granted by the teacher. Ear buds and headphones should not be seen or heard in the classroom setting. For safety reasons, students should also be able to hear announcements, alerts, etc. at all times and, therefore, students are permitted to use one ear bud or headphone during passing periods, at lunch, before and after school. Students that violate this policy will be written-up and issued detention.

Cameras (including cell phone cameras)

Unauthorized use of electronic devices to take, display, or send images or recordings is prohibited on school grounds during the course of the school day. The use of any electronic device in locker rooms or restrooms is strictly prohibited at all times. Students are disallowed from recording teachers, instruction, or presentations and may not record videos or clips during the school day on personal devices.

Section 7 - Internet, Technology & Publications

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

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

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

A. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
B. Using the electronic networks to engage in conduct prohibited by board policy;
C. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
D. Unauthorized use of personal removable media devices (such as flash or thumb drives);
E. Downloading of copyrighted material for other than personal use;

F. Using the electronic networks for private financial or commercial gain;
G. Wastefully using resources, such as file space;
H. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
I. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
J. Using another user's account or password;
K. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
L. Posting or sending material authored or created by another without his/her consent;
M. Posting or sending anonymous messages;
N. Creating or forwarding chain letters, spam, or other unsolicited messages;
O. Using the electronic networks for commercial or private advertising;
P. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
Q. Misrepresenting the user's identity or the identity of others; and
R. Using the electronic networks while access privileges are suspended or revoked.

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

A. Be polite. Do not become abusive in messages to others.
B. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
C. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
D. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
E. Do not use the networks in any way that would disrupt its use by other users.
F. Consider all communications and information accessible via the electronic networks to be private property.

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

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

A. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
B. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
D. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
E. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

<u>Internet Safety</u>

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Dean of Student Activities of the intent to distribute, in writing, at least 24 hours before distributing the material.
2. If approved (material will be stamped, indicating approval), the material may be distributed at times and locations selected by the Dean of Student Activities, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Dean of Student Activities may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy;
    d. Is reasonably viewed as promoting illegal drug use;
    e. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and this student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.
No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School District or an expression of Board policy.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus
A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule

- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT, Gemini, and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. There is a portion of this handbook devoted solely to *Academic Integrity* - Section 2.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Section 8 - Search and Seizure

Search & 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 of such notice 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.

Section 9 - Extracurricular and Athletic Activities

Conduct Code for Participants in Extracurricular Activities

The Superintendent, using input from coaches and sponsors of high school co-curricular activities, students and parents of students involved in high school co-curricular activities, athletic directors and Dean of Student Activities, shall develop a Co-Curricular Participation Code ("the Code") for all participants in co-curricular activities. The Code shall be subject to Board of Education approval. The Code should provide and give notice to participants that failure to abide by the Code could result in their suspension from cocurricular participation for up to one calendar year. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined.

General Information

This information shall be considered the High School Co-Curricular Participation Code and is prepared for the benefit of prospective and current students at District 203 high schools and for their parents. In addition to the Code, participants in co-curricular activities must abide by Board Policy 7:190, Student Behavior, Board Policy 7:180, Prevention of and Response to Bullying, Intimidation and Harassment, and Illinois High School Association, (IHSA) requirements. Additionally, participants may be asked to follow certain activity-specific rules and commitments that will be made known to the participants by school staff members and/or school announcements.

All coaches and sponsors of extracurricular activities shall annually review the Code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in the programs.

Please note: Parents, as well as sponsors, are expected to be responsible for requiring that their participants adhere to the Code. All co-curricular participants and their parents are expected to sign the Co-Curricular Participation Code, which is provided to them at registration. Failure by a participant or parent to sign does not exclude participants from being held accountable under the Code.

Parents and family members are expected not to host a party for high school students at which illegal consumption of alcohol and/or use of controlled substances, steroids, or lookalike drugs occur.

Philosophy

The co-curricular activities in District 203 high schools are organized to allow for the fullest possible participation for those students willing to make a definite commitment to cocurricular activities. Participating in

co-curricular activities is viewed by District 203 high schools as a worthwhile endeavor to enhance adolescent development. Participation in co-curricular activities is a privilege and, as such, carries certain expectations. Cocurricular means all activities offered by District 203 high schools in addition to the curricular offerings. The important goals of the co-curricular activities are to offer participants direction in developing healthful living habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to these ends that a "Code" is established for those students choosing to take part in the co-curricular activities program. Every student who chooses or is chosen to be a participant in a cocurricular activity will be offered the opportunity to practice, and whenever possible, to participate in events, contests and activities relative to their demonstrated abilities.

Important advantages of individual initiative, character, and teamwork can be developed only when there is team cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended, and such standards and procedures are applied to participants with the knowledge and recognition that the established goals of character development, team spirit and morale and success cannot be achieved by any other alternative.

Participants in co-curricular activities are required to conduct themselves as good citizens and exemplars of their school and school district at all times, including after school, on days when school is not in session, and whether on or off school property. **Participants are strictly prohibited from engaging and in hazing and bullying activities. A failure to abide by the Code could result in discipline, up to and including removal from the activity. The Code is in effect at all times, 12 months a year, in season or out of season, whether school is in session or not, on or off school property.**

Participation Fee

The Board of Education annually establishes a fee assessed to each participant in most co-curricular activities.

Rules for Co-Curricular Participation

Participants in co-curricular activities in District 203 will be obligated to observe the District 203 Student Behavior Policy 7:190, and the Prevention of and Response to Bullying, Intimidation, and Harassment Policy 7:180, as well as the following established requirements.

Following an investigation into all misconduct, the school administration is authorized to discipline students under this Code for gross disobedience, misconduct, or conduct inconsistent with District 203 expectations as outlined in Board Policies 7:190 and 7:180. Students engaged in co-curricular participation are expected to exhibit leadership and good citizenship skills and are additionally prohibited from attending a function where there is illegal consumption of alcohol, use of controlled substances, cannabis, steroids, or look-alike drugs.

Violations of the above are considered together in terms of determining 1st, 2nd, and 3rd offenses, and are cumulative over a student's high school career.

Participants who violate the Code will be allowed to give an explanation before being progressively disciplined. Consequences for misconduct will be reviewed and issued in collaboration with the Deans of Students, Deans of Student Activities, Athletic Directors, and/or the Principal. For matters of misconduct where the administration is unclear regarding the extent of a student's involvement. The administration may consider contextual information and circumstantial evidence provided during the investigation into the misconduct to determine the severity of the misconduct and the assigned consequence(s).

DISTRICT 203 CONSEQUENCES FOR CO-CURRICULAR PARTICIPATION CODE VIOLATIONS

a. 1st Offense

Suspension from co-curricular participation for the number of regularly scheduled contests listed in Table I, Column 1 and/or the activity participation listed in Table II, Column 1. (Please refer to Adm. Reg. 7.240 for these tables.) Possible requirement for appropriate follow up, such as mediation or meeting with the counselor. The participant may be required to practice with his/her team during this period of suspension.

Carry Over: If the season for a co-curricular activity does not allow the participant to successfully complete the suspension, the suspension will carry over to the next season in which participation occurs. No awards for such participant will be given until the suspension is completed.

Self-Admission: Self-admission of any behavior that could be construed as a violation of the Code without the knowledge of law enforcement, civil or school authorities may result in the consequences for a 1st Offense being waived. The purpose of this option is to provide a mechanism in which the participant can receive assistance.

Assessment: An assessment at parent/student expense will be required of all 1st offense violations that involve drugs, alcohol, steroids or other controlled substances, look-alike drugs or related paraphernalia. The assessment program must be approved by the school Dean of Students and the results of the assessment will be released to the Dean of Students. Failure to obtain an assessment will result in continued suspension from the activity for up to one calendar year.

b. 2nd Offense

Suspension from co-curricular participation for the time listed on Table I, Column 2, or Table II, Column 2 of the next regular season of participation, or the current season. The participant may be required to practice/meet with their activity during this period of suspension. (Please refer to Adm. Reg. 7.240 for these tables.)

Before regaining eligibility from a 2nd offense violation, participants must arrange for and hold a meeting involving the participant, parent(s) and the administrator overseeing the program. The purpose of this meeting will be to discuss efforts undertaken by the student and family to correct problems. Failure to hold such a meeting will result in continued suspension from the activity for up to one calendar year.

Students suspended for a second offense, or an offense treated as a second offense, where less than half of the regular season remains, may continue to rehearse/practice with the team, but will not be able to participate in any competitions for the term of the suspension. However, if the coach and administrator in charge determine that the student is engaged in inappropriate behavior, the student will no longer be allowed to continue to rehearse/practice with the team for the term of the suspension.

Assessment: An assessment at parent/student expense will be required of all 2nd offense violations that involve drugs, alcohol, cannabis, steroids or other controlled substances, look-alike drugs or related paraphernalia. The assessment program must be approved by the school Dean of Students and the results of the assessment will be released to the Dean of Students. Failure to obtain an assessment will result in continued suspension from the activity for up to one calendar year. Second offense consequences may be reduced to first offense consequence level if the recommendation for treatment from the professional assessment is successfully completed at the student’s expense.

c. 3rd and Subsequent Offenses

Suspension from co-curricular participation for one calendar year. Students suspended for a third offense in their high school career, or an offense treated as a third offense may continue to rehearse/practice with the team but will not be able to participate in any competitions for the term of the suspension. However, if the coach and administrator in charge determine that the student is engaged in inappropriate behavior, the student will no longer be allowed to continue to rehearse/practice with the team for the term of the suspension.

Process of Parental Notification and Review

Once administrators have determined that a violation of this Code has occurred, the parents of the student involved will be notified orally and in writing. The parents have a right to request a review of the decision by the high school principal, whose determination is final.

Restorative Co-Curricular Action Plans

Students experiencing their first code violation during their high school tenure may have the opportunity to decrease their contest suspensions by engaging in actions of restoration (dignity) that are designed to address behaviors associated with the gross disobedience or misconduct exhibited. Whether this opportunity is possible and appropriate will be determined jointly by the Athletic Director, Dean of Student Activities, and the Principal.

When a violation occurs and the Administration has determined that restorative measures are possible and appropriate, the sponsoring administrator will meet with the student and guardian(s) to discuss the infraction and determine appropriate restorative measures to assist the student with learning more about the impact of their misconduct, obtaining assistance and/or supportive services to address the misconduct, and/or engaging in action-oriented experiences to restore or give back to the school community impacted by the misconduct. A **Restorative Co-Curricular Action Plan (RCAP)** will be developed by the sponsoring administrator, discussed, and reviewed with the student, guardian, and head coach/sponsor. The scope of the plan is at the discretion of the sponsoring administrator. The student is responsible for completing all restorative measures and communicating progress with the sponsoring administrator. The sponsoring administrator must review and authorize the student's return to co-curricular participation.

By completing the pre-approved restorative measures, students can decrease their contest suspension(s) by half of the suspension listed in 7:240-E Table I - Athletics and Table II - Activities.

The **Restorative Co-Curricular Action Plan** must be fully completed and verified for the student to receive clearance by the sponsoring administrator. The sponsoring administrator will work with the student to maximize learning, with the intent of a positive return to full engagement.

Although it may be desired, it is possible that the timing of the misconduct does not support or allow a student to have a reduction in the number of contests from which they are suspended and/or return to the co-curricular experience within the scope of the season. Students are still encouraged to complete the plan to learn.

Table I: Athletics			
Sport	**Ist Offense Contest/Performance Suspension**	**2nd Offense Contest/Performance Suspension**	**Maximum Number of Contests**

Cheerleading per season	2	4	6
Dance Team per season	2	4	6
Boys Baseball	8	17	35
Boys Basketball	7	15	31
Boys Bowling	6	12	25
Boys Cross-Country	3	7	15
Boys Football	2	4	9
Boys Golf	4	9	18
Boys Gymnastics	3	7	15
Boys Lacrosse	5	10	20
Boys Soccer	6	12	25
Boys Swimming	3	7	14
Boys Tennis	5	10	20
Boys Track	4	9	18
Boys Volleyball	8	17	35
Boys Water Polo	7	15	30
Boys Wrestling	6	12	25
Girls Badminton	4	9	18
Girls Basketball	7	9	18
Girls Bowling	6	12	25
Girls Cross Country	3	7	15
Girls Flag Football	6	12	25
Girls Golf	4	9	18
Girls Gymnastics	3	7	15
Girls Lacrosse	5	10	20
Girls Soccer	6	12	25
Girls Softball	8	17	35

Girls Swimming	3	7	14
Girls Tennis	5	10	20
Girls Track	4	9	18
Girls Volleyball	8	17	35
Girls Water Polo	7	15	30
Girls Wrestling	6	12	25

Suspension numbers are based on 25% at Step 1 and 50% at Step 2 of the highest number of contests allowed by the IHSA. The number of contests suspended may change based on the actual number of scheduled contests. This determination will be made by the Administrator in charge after review of the current schedule for the sport/activity.

Table II: Activities		
Activity	**1st Offense Contest/Performance Suspension**	**2nd Offense Contest/Performance Suspension**
Bass Fishing	1	2
Chess	3	6
Dance Club	1	2
Debate	2	4
Ensembles Vocal/Instrumental	1	2
Esports	1	2
Flags (per season)	2	4
Girls Field Hockey	5	10
Jazz Band Combos	1	2
Marching Band	2	4
Math Team (per season)	1	2
Orchesis	1	2
Pep Band	2	4
Robotics	1	2

Scholastic Bowl	2	4
Science Olympiad	1	2
Show Choir	1	2
Ski & Snowboard	1 trip	3 trips
Speech Team	2	4
Step Team	1	2
Table Tennis/Pickleball	1	2
Theatre (Musical/Play/Tech Crew)	1	2
Ultimate Frisbee	1	2
Violation Penalty Framework: Specified		
Activity	**1st Offense Suspension (1)**	**2nd Offense Suspension (2)**
Class Boards Class Councils Diversity Clubs Foreign Language Clubs Horticulture Clubs Intramurals Media (Hawk TV/The Now) Newspaper Yearbook *** All other non specified clubs***	5 week probationary period: this includes restrictions from leadership roles, public speaking roles, voting roles, and may require evidence of alternative assignment for reinstatement Final decisions will be made by Activity Director together with the sponsor and principal	9 week probationary period: **Loss** of leadership role, restrictions from public speaking roles, completion of alternative assignment or 5 hours of community service Final decisions will be made by Activity Director together with the sponsor and principal
Civic Leaders of America	5 week suspension from all activities and loss of one mini-conference. Removal from board position	9 week suspension from all related activities and loss of DC Conference or equivalent
Dawg Pound / Rowdies	Removal from the program	
Huskie Crew / Red Crew	2 week probationary period: this may include suspension or removal from related activities and evidence of an alternative assignment for reinstatement, or time in the CRC. Final decisions will be made by Activity Director together with the sponsor and principal	Removal from the program

Model UN, DECA, BPA, FFA, Investment Club, other competing clubs	Suspension from next conference (if that applies in current year) and removal from board position. Final decisions will be made by Activity Director together with the sponsor and principal regards to following year participation	Suspension from the next 2 conferences/competitions
National Honor Society and other honor societies	Restorative work in the CRC	Removal from the organization
Youth & Government Legislative	Loss of next assembly, including up to Springfield	Removal from the program

Attendance at School Dances

School dances occur throughout the school year and are organized by various student organizations. The faculty sponsors in charge of the dance or party are responsible for all of the evening's activities. Parents who are invited to school dances come as volunteers.

Students must enter and exit using the designated doors for the activity. Students must also present a current school ID in order to gain entry to the dance. Doors to the dance close one hour after the event begins, and students will not be allowed entrance after that time. Additionally, students will not be allowed to re-enter a dance once they have exited. Students should make arrangements ahead-of-time to be picked up by the end time of the dance. Formal dances such as Homecoming or Prom may have a specific dress code.

In order to provide an appropriate and safe environment for all students, the following expectations for our dances have been developed in cooperation with staff and students:

- Students must remain in the designated area of the building.
- Dancing should be both school-appropriate and not disruptive or dangerous to others. Sexually explicit dancing (i.e "grinding") is disallowed, as is participation in - or creation of - "mosh pits."

Students who do not abide by these standards may be asked to leave the dance and may lose the privilege of attending future dances.

With respect to guests (if allowed):

- Guests must be registered ahead-of-time with the school.
- Understand that showing up with a guest who has not been registered beforehand will result in refusal of entry for that individual.
- All guests must be a freshman in high school (minimum) and 20 years old or younger (maximum).
- Guests must be in good standing - at school or in the community.
- Guests must provide a photo ID prior to entering the dance.
- Administration reserves the right to vet all registered guests and refuse attendance when a student is not in good standing.

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.

Section 10 - Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services in accordance with applicable State and federal laws.

The District provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with or suspected of having disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a district representative shall be entitled to the services of an interpreter.

For further information about the identification, assessment, and placement of such students, please contact:

Melissa McHenry
Assistant Superintendent of Student Services
Office Phone: (630) 420-6308
Email: mmchenry@naperville203.org

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with applicable State and federal statutes and rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. A special education student whose particular act of gross disobedience or misconduct is a manifestation of his or her disability is subject to a 45-school day placement in an interim alternative educational setting under certain special circumstances.

Isolated Time Out, 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, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

For further information, please contact the building principal.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at: https://www.dhs.state.il.us/page.aspx?item=41131

Section 11 - Student Records & Privacy

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 a 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, 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.

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; or any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School 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 the right to inspect and copy 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, exclusive of academic grades and references to out-of-school expulsions. 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 in certain circumstances authorized by State and federal law including, but not limited 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; 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. The District will notify the parent/guardian or student and give them the opportunity to inspect, copy or challenge the records to be disclosed without consent as required by the Illinois School Student Records Act.

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 rights of the parent/guardian have transferred to the student. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

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

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

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

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

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

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

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

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

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Section 12 - Parental Right Notifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following depending on grade and developmental level: Kindergarten Individual Development Survey (KIDS), WIDA ACCESS (ELs)/Alternate ACCESS, Illinois Assessment of Readiness (IAR), Illinois Science Assessment (ISA), PreACT 9 Secure, PreACT Secure, ACT, and the Dynamic Learning Maps - Alternate Assessment (DLM-AA).

Additionally, the district requires participation in the NWEA MAP Growth for students in grades kindergarten through eighth grade and the NWEA MAP Reading Fluency for students in grades kindergarten through fifth grade.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;

3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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:

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

Assistance, guidance, and support for homeless families can be found on the Illinois State Board of Education's McKinney-Vento Education for Homeless Children: https://www.isbe.net/homeless

Specific to Naperville Community Unit District #203, Jennifer Sanders (630-420-6571) and Cathy Zlatos (630-420-6570) serve as homeless liaisons. Please contact either of them should you have questions about transportation, services, or district procedures.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

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.

School Visitation Rights

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

Pesticide Application Notice

Schools are required to provide written notification to all parents/guardians of students and staff before the application of pesticides and herbicides. This notification will occur via email, text, or other similar electronic communication.

The application of pesticides and herbicides will be performed by technicians licensed by the State of Illinois. Applicators will avoid dates/times when scheduled activities are to take place on school grounds. Please contact the school if you have any questions or concerns.

Mandated Reporters

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

Unsafe School Choice Option

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

Sex Offender Notification Law

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Parent Notices Required by the Every Student Succeeds Act

Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at https://www.naperville203.org/.

Parent & Family Engagement Compact

We believe that education is a true partnership between the school, the classroom, and the home. To formalize this commitment, we participate in the Parent & Family Engagement Compact. This compact is a shared

agreement that outlines how parents, the entire school staff, and students will work together to ensure all students reach state grade-level standards. It serves as a guide for building a supportive, connected learning community dedicated to your child's success.

Click here to view our Parent & Family Engagement Compact to see how we can partner with you to support your student.

Section 13 - NNHS Day-to-Day Operations and Explanations

WELCOME TO THE HUSKIE FAMILY!

An educational environment must be one that emphasizes positive experiences and opportunities for all persons. To achieve this goal, Naperville North strives to create a community of staff and students who work cooperatively, respect each others' rights and individuality, and contribute positively to the school. The items that follow reflect our efforts to establish and maintain an appropriate focus on a positive educational environment.

RESPONSIBILITIES AS MEMBERS OF A SCHOOL COMMUNITY

Students are expected to:

- Respect parents, fellow students, school personnel, and the public.
- Attend school on a regular basis and be on time for classes.
- Read, be familiar with, and cooperate with the Student Handbook.
- Accept the possible consequences for violations of rules.
- Assist in communication between school and home.
- Help develop a sense of community within the school.

Parents are expected to:

- Respect their children and impart respect for students, school personnel and the public.
- Accept the overall responsibility for the actions of their children and the possible consequences of those actions.
- Explain school rules to their children and cooperate with the school in the implementation of school rules.
- Teach their children respect for school rules and for local, state and federal laws; for school property and the property of others.
- Respond to any school communication when a reply is requested.
- Help develop a sense of community within the school.

Teachers are expected to:

- Respect students, parents, and school personnel and the public.
- Help students feel they belong and provide assistance to students when needed.
- Explain, maintain, and enforce school rules and regulations.
- Communicate as necessary with students, parents, and school personnel when possible violations of the discipline procedure occur.
- Discuss and refer to appropriate school personnel those problems requiring special attention and accept responsibility to share in planning a program to help the students.

- Help develop a sense of community within the school.

Administrators are expected to:

- Respect students, parents, school personnel and the public.
- Exercise and/or properly delegate the authority and responsibility under federal and state laws and the Board of Education in regards to the Student Handbook.
- Establish, explain, maintain, and enforce school building rules consistent with the Board of Education.
- Communicate as necessary with students, parents, and school personnel when possible violations of the school building rules exist.
- Lend appropriate support to school personnel in the performance of their professional responsibilities.
- Help develop a sense of community within the school.

INFORMATION FOR ALL STUDENTS

ACTIVITIES WHICH ARE NOT OPEN TO THE PUBLIC

These activities are designed for Naperville North High School students only - and a guest, when allowed by school administration (such as a dance). A current NNHS ID card is required for admittance. Any permitted guest is also required to show a photo ID.
All class-specific activities, typically scheduled during the school day, are non-date events, and only members of the indicated class will be admitted. These events include assemblies, Homecoming competitions, and designated, on-property field trips. Students must be dressed in appropriate school attire to be admitted to any school function.

ACTIVITIES WHICH ARE OPEN TO THE PUBLIC

These activities include sporting events, musical and theatrical performances, and special community offerings - such as Blood Drives or craft fairs. NNHS ID cards are not necessary for admission. Students may buy general admission tickets at the gate or box office. Students may use their athletic pass at all home athletic games except for IHSA Tournaments and Invitational Meets.

ASSEMBLIES

School assemblies include athletic and academic recognition, guest speakers, musical and theatrical programs, awards, and events or shows presented by classes and other school organizations. Students are seated in the auditorium, field house and/or contest gym, depending on the activity. Students are expected to provide courteous attention and appreciation to those presiding, presenting, or speaking - as well as to those involved in any performance during the assembly. All behavioral expectations and school rules remain in effect during assemblies. It is important to celebrate student accomplishments, school traditions, state championships, and distinguished alumni or guests. Because of this, we are asking parents to support the school with excellent student attendance.

ATTENDANCE at SCHOOL

<u>NNHS Attendance Procedures and Consequences</u>

Obviously, a positive relationship exists between regular attendance and academic success. Therefore, it is of the utmost importance that students be present in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parents, guardians or those having legal custody, have the responsibility for their student's regular school attendance; therefore, they are the only people who may call the school to report or resolve absences, regardless of student age. Keep in mind that vacations are not considered a valid reason for student absence. While we consider family time important, we encourage vacations to be scheduled around the school calendar.

Reporting Student Absences:

1. If a student is absent the parent or guardian is required to report the absence by calling 630-420-6982, or by submitting a request through Infinite Campus. Both systems can accept messages 24 hours a day. The absence must be reported by a parent or guardian as early as possible.
2. Failure to contact the Attendance Office within 48 hours may result in an unexcused absence/truancy, and appropriate disciplinary consequences may be assigned.

Note: Students who are reported absent by a parent or guardian must *leave the school premises for the duration of their reported absence.* Students are not permitted to be reported absent and remain in the building. If a student remains on property but is "called out" of school, the student will be issued disciplinary consequences.

Reporting All Day Absences:

1. Call 630-420-6982 (press 1) and be prepared to report student name and ID#. An all day absence can also be reported by a parent or guardian through Infinite Campus.
2. Please follow the directions of the menu.
3. If a student is being reported absent for the 3rd consecutive day, please report that absence to the student's assigned counselor and/or the Health office if the absence is medical.

Reporting Late Arrival/Early Dismissal Appointments:

1. Parents or guardians must call 630-420-6982 (press 2) to report late arrivals, early dismissals and appointments. Late arrival or Early Dismissal requests can also be made by a parent or guardian through Infinite Campus.
2. **Late Arrivals:** student name, student ID, reason and time student will arrive late.
3. **Early Dismissals/Appointments:** student name, student ID, reason and time student will leave and return.
4. If a student needs to be excused during the school day, a parent must call 630-420-6982 (press 3). Students leaving campus without prior parent notification may result in truancy and disciplinary consequences.
5. Students must sign out and show the authorized dismissal pass when leaving and sign-in when returning.

Notes: Occasionally, a student will need to leave school with very little warning or time for a parent or guardian to call the school. If this is the case (due to an emergency or other unforeseen circumstance), the school may be required to call a parent to verify the dismissal and/or walk a student to a vehicle and ask for parent/guardian identification. Our first priority is the safety of our students; and while we certainly understand that situations in life can be unannounced, we will always err on the side of caution. Additionally, students may be required to bring official documentation, including official doctor's - or other clinician's notes - to verify absences. The document should be brought to the Health office upon the student's return to school. Failure to supply proper documentation may result in the absence being recorded as an unexcused absence.

Pre-Planned Absences:

Pre-Planned absences represent an attempt by the Board of Education and the high school to accommodate special and unique needs for approved student absences from school.

Pre-planned absences for three (3) or more consecutive school days must be arranged with the student's assigned Dean of Students. Students will be provided a pre-planned absences form that requires them to work with teachers to document both missing work and due dates for making up that work. The signed form, along with parent confirmation, will need to be turned in to SS1 prior to the absence. Students may be required to turn in assignments or take assessments prior to the absence.

Note: While these absences may be "pre-approved," they will not necessarily be <u>excused</u> if the student is over the attendance cap. Additionally, students over the attendance cap will not be allowed to submit work missed during the unexcused absence(s). Please refer to Section 2 of this handbook.

Students who are absent for fifteen (15) or more consecutive days due to non-health related reasons may be dropped from their classes. If the student returns, he/she and the student's parents will need to re-register at the District Office.

Definitions of Absence Related Terms:

1. **AUTHORIZED ABSENCE:** Students are allowed full make-up privileges - as long as the absences do not exceed ten (10) for any given semester.
    - Illness and/or doctor's appointments (provide doctor's/clinician's note on letterhead)
    - Death in the immediate family
    - Family emergency and/or parental request
    - Pre-planned absence (in the event that the student is not over the attendance cap allowed by NNHS)
    - Observance of a religious holiday
    - In-school suspensions
    - Field trips
    - Nurse appointments for an entire period
    - Hospitalization
    - Appointments with Student Services or administrative staff
    - Administrative reasons (i.e. testing, class-specific assemblies, or approved special events)
    - College visits

2. **UNRESOLVED ABSENCE:** Unresolved absences must be resolved/cleared within 48 hours, or the absence will be considered a truancy. If a student feels that he/she was incorrectly marked truant from a class period(s), it is his/her responsibility to resolve the absence(s) with the classroom teacher and his/her assigned Dean of Students.

3. **MAKE-UP PRIVILEGES:** It is the responsibility of the student to make contact with teachers to make up work due to absences, pre-planned absences, or field trips.
    - Truant absences, and absences exceeding the allowable cap, have no make-up privileges.
    - Authorized absences have full make-up privileges.
    - Field trips are not pre-planned absences nor are they considered an absence by state mandatory guidelines. Students may be required to turn in homework prior to a field trip.

Truancy Disciplinary Procedures:
Due to the positive relationship between regular attendance and academic success, it is essential that students attend class. Absence and tardiness limit the educational opportunities and benefits provided by classroom instruction. In addition, students who are absent from or tardy to class infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program. For these reasons it is essential that students attend school on a regular basis and that absences are caused by legitimate and compelling reasons only. A concerted effort should be made by students and parent(s)/guardian(s) to avoid scheduling appointments and activities which interfere with school attendance and class schedules.

A truant is defined as, "any student who absents himself or herself from attendance during all, or part of, a school day during the time when school is in session without parental permission or valid cause."

Below are the steps that will be followed should a student be found truant at Naperville North High School.

Single Period Truancy

- **First Incident** – may include dean meeting, 1 hour detention, and phone call or email home. If found to be off-campus, an automatic 4 hour Saturday detention will be assigned.
- **Second Incident** – may include dean meeting, 2 hour detention, and phone call or email home.
- **Subsequent Single Period Truancy** – may include dean meeting, 4 hour detention and parent meeting.
- **Students with Truant absences** have no make-up privileges.

If a student is truant from a class four (4) times, he/she may be withdrawn from the class and placed in a study hall. No credit will be given and a withdrawn fail grade will be listed on the transcript. A notification system (Infinite Campus) exists to inform students and parent(s)/guardian(s) of these incidents of truancy. This notification system will provide that due process procedural rights are being accommodated.

In addition, community service hours may also be assigned to students in violation of the truancy policy. Please be aware that it is Naperville North High School's responsibility to report chronically truant students to the DuPage County Regional Office of Education if they are in violation of Illinois School Code 11:90. An ROE truancy officer may subsequently visit a student's home, issue fines, or require the student and parent(s) to attend court. Please refer to Section 2 of this handbook.

We encourage students and parents to be cognizant of class attendance at all times. A student or parent may obtain attendance records via the online Student Information System, Infinite Campus, or request a printout from the attendance office.

ATTENDANCE at SCHOOL (Tardiness):
Tardiness is defined as not being in the classroom when the bell rings. Regular attendance and punctuality are essential if students are to make use of the educational opportunities school offers. Students who are tardy to class must report to a campus supervisor station nearest the classroom (Main Entrance or NPAC Entrance) to receive a tardy pass. The student's Naperville North ID card will be scanned, and the tardy is subsequently reported in the Infinite Campus system, appearing on the student's attendance record. This pass DOES NOT EXCUSE the student's lateness but is required for classroom admittance. Tardiness is recorded on a cumulative basis, per semester, for all classes. The following are the guidelines and corresponding consequences for tardiness:

1. 1-4 TARDIES – Warning issued
2. 5-9 TARDIES – 1 hour detention
3. 10-14 TARDIES – 2 hour detention
4. 15-19 TARDIES – 3 hour detention (must be before or after school or on Saturday)
5. 20-24 TARDIES - 4 hours of detention (must be before or after school or on Saturday)
6. 25+ TARDIES will require additional intervention, which may include assigned time in the Community Resource Center, a parent meeting, or both.

Notes: Students who obtain a tardy pass and fail to report to class will be considered truant from class and will be consequenced as such. Similarly, students who are over twenty minutes (20) late to class are considered truant.

Parents are allowed ten "tardy excused" calls for first period ONLY, per semester. We understand that there may be obstacles in the morning that cannot be predetermined. Parents are not allowed to excuse student tardies once the school day has started for that individual student.

AUDITORIUM
Many events are scheduled in the school auditorium - which is known as the Naperville North Performing Arts Center (NPAC). Students are required to sit in designated seats for these activities and should be prepared to receive guidance from activity sponsors or school administration when entering and exiting this space. Behavior needs to be appropriate for the event. For example, if students are being provided information (speaker or speakers), full attention needs to be given, and talking is not allowed. Conversely, if students are watching a performance or an awards ceremony, clapping or cheering at appropriate times is encouraged. School rules pertaining to cell phones apply in the auditorium, unless a speaker directs students to use them (as in the case of signing-up for a notification app such as *Apptegy*). Depending on the activity, food or drink may be disallowed; it is the student's responsibility to adhere to all guidelines that govern specific events.

BEHAVIORAL EXPECTATIONS at school and at school-sponsored events (both on-campus and off-campus):

The Naperville Community Unit School District Board of Education believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or his designee.

The basic principles guiding student behavior are consideration for the rights and well- being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules and guidelines to encourage positive, constructive and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct. District 203 will not tolerate harassing, hazing, bullying or intimidating behavior. All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior issues should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique, and that administrative discretion is necessary, the goal is to implement the appropriate behavioral, disciplinary, and/or restorative intervention(s) needed to change the undesirable behavior and maintain an orderly school environment.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior issues in our schools will be reduced and a better educational environment will prevail.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

A complete list of prohibited student behaviors can be found in Policy 7.19 (Student Behavior) in the School Board Policies section of this handbook. It is the student's responsibility to be familiar with these regulations and understand the consequences of violating any of these rules. All of these rules apply during the regular school day, during off-campus lunch, and during school-sponsored events and activities - whether "home" or "away."

<u>Violations of District and School policies may result in:</u>

- AM Detentions, T & Th - 6:30 - 7:30 AM
- Lunch Detentions, during all lunch periods
- PM Detentions, T, W, & Th – 3:15 - 5:15 PM
- Saturday Detention - 8AM - noon (can be incremental)
- Loss of open campus lunch privileges
- Loss of parking privileges
- Loss of Blended Class privileges
- Loss of Late Arrival or Early Dismissal
- Loss of extracurricular or co-curricular participation
- Social suspension (not being allowed to attend dances, sporting events, or other activities - including Commencement)
- Withdrawal from class with a failing grade for lack of attendance
- Referral to the DuPage County Regional Office of Education for lack of attendance
- Involvement with the School Resource Officer or other local, state, or federal authorities
- In-School and Out-of-School-Suspension
- Placement in an alternative setting for a designated period of time
- Expulsion from school
- Re-engagement or re-entry with Student Advocacy Specialists, particularly after being suspended from school or outplaced for a period of time

BLENDED LEARNING
Blended Learning courses are designed to provide students with the experiences of direct instruction, project-based learning, and independent study. These classes typically do not meet every day, and students are allowed some freedom when classroom attendance is not required. The teacher will review expectations and issue permission slips during the first two weeks of class. Keep in mind that Blended Learning students must ALWAYS carry a student ID and be able to produce this when asked for it in common areas of the building or at entrances/exits. Blended students have, with parental permission, the privilege of leaving campus if class is not in session. However, if the student remains on campus, he or she must be in the classroom - or in the Learning Commons (when available). Joining study halls or taking additional lunches is not permitted.

CHROMEBOOKS
Students at Naperville North High School are issued Chromebooks for educational purposes and use. They should be fully-charged for each school day. Because these devices are district property, they are monitored carefully for inappropriate images, chats, and searches. “Hits” on Chromebooks for questionable content will require meeting with the assigned Dean of Students. All high school students assume the responsibility of good digital citizenship (see Section 7 of this handbook) as well as proper care of the device. Students are required to use their District issued Chromebook and will not be permitted to use personal laptops or devices in the classroom setting. We understand that students will need a loaner device occasionally, due to forgetting the device at home - or because the device is not working properly. The IT Department, located in the Learning Commons, can assist students with loaners, malfunctions, and overall repair. Students are limited to five loaner Chromebooks per semester and will incur a charge if the repair/damage is not considered “normal wear and tear.”

COMMUNITY RESOURCE CENTER (CRC)
The Community Resource Center, located in Rooms 187 and 188 on the first floor, houses the Naperville North High School Student Advocacy Specialists, who work with students who exhibit poor attendance to school, lack of academic achievement, or difficulty in following the rules of the building. It is a space for students to develop the skills they need to be productive members of our school and global communities: namely regulating emotions, learning positive behaviors, and developing classroom and interpersonal skills. Students can be assigned to work with Student Advocacy Specialists throughout the year based on specific incidents, patterns of behavior, or Alpha Team recommendations.

CONTROVERSIAL SPEAKERS
To accomplish a special course objective, speakers are invited to talk on topics which a student or parent may find objectionable. If a topic is judged to be controversial, the teacher will inform the students. If the parent requests an exception, the student will not participate in the class or field trip on the day of the presentation. There will be no grade penalty for this decision - although the student may have an alternate assignment or activity.

DANCES (and guests)
Naperville North High School dances occur throughout the school year and are organized by various student organizations. The faculty sponsors in charge of the dance or party are responsible for all of the evening’s activities. Parents who are invited to school dances come as volunteers.

Students must enter and exit using the designated doors for the activity. Students must also present a current Naperville North High School ID in order to gain entry to the dance. Doors to the dance close one hour after the event begins, and students will not be allowed entrance after that time. Additionally, students will not be allowed to re-enter a dance once they have exited. Students should make arrangements ahead-of-time to be picked up by the end time of the dance. Formal dances such as Homecoming or Prom may have a specific dress code..

In order to provide an appropriate and safe environment for all students, the following expectations for our dances have been developed in cooperation with staff and students:

1. Students must remain in the designated area of the building. For example, if the dance is taking place in the Field House, the academic areas are off-limits;
2. Dancing should be both school-appropriate and not disruptive or dangerous to others. Sexually explicit dancing (i.e “grinding”) is disallowed, as is participation in - or creation of - “mosh pits.”

Students who do not abide by these standards may be asked to leave the dance and may lose the privilege of attending future dances.

With respect to guests (if allowed):

1. Guests must be registered ahead-of-time with Naperville North High School. Follow the procedure that corresponds to the scheduled dance - which will be on paper (an NNHS Dance Guest Pass appears in this handbook) or online. Understand that showing up with a guest who has not been registered beforehand will result in refusal of entry for that individual
2. All guests must be a freshman in high school (minimum) and 20 years old or younger (maximum)
3. Guests must be in good standing - at school or in the community
4. Guests must provide a photo ID prior to entering a Naperville North High School dance
5. Administration reserves the right to vet all registered guests and refuse attendance when not in good standing

DELIVERIES TO THE SCHOOL

Deliveries to the school are discouraged during the school day, but we understand that there may be emergency situations when a student needs an urgent family message, a textbook or Chromebook, or an athletic uniform. These items may be dropped off at the Main Entrance of the school - with the student’s name and ID number affixed to them.

Under NO CIRCUMSTANCES will the school accept the following items: food or drink of any kind for any occasion; balloons, flowers, money/credit or debit cards, keys, or items that are inappropriate in the school setting. Urgent/pressing messages should be directed to the student’s Dean of Students.

Students are not allowed to have food delivered to the school by local establishments or through the use of UberEats, Door Dash, or similar applications. These items will be refused at all entrances. The school will not reimburse students for these deliveries.

DETENTIONS

Detentions are designed to communicate the importance of following school rules and guidelines and reinforce the notion that inappropriate actions or poor decisions have consequences. If a student has an inordinate number of detentions that are assigned - or unserved - during the course of a semester, it is apparent that detentions are not successfully addressing the student’s behavior. In these cases, a parent meeting (with the assigned Dean of Students and the principal) will be scheduled.

Detentions can be assigned before, during, or after school - and on Saturdays. Deans of Students try to work with students and parents to determine days and times so that undue hardships are not created (i.e. transportation). Detentions are not optional. Students who do not show up for scheduled detentions will have additional consequences, which may include loss of privileges and in-school suspension.

DUE PROCESS

Students and parents who have concerns with disciplinary rulings should follow these steps:

1. Parents/Students may request a hearing with the principal and Dean of Students. Call the principal’s office at 630-420-6484.
2. If Parents/Students still have concerns, they are entitled to request a formal hearing by contacting the Assistant Superintendent for Secondary Education at 630-420-6318.

ELEVATORS

The convenience of two school elevators will be provided to any student or staff member with a permanent or temporary physical injury or disability. During emergency situations or drills, elevators may not be used.

Students must be authorized by the school nurse to use the elevators and will be assigned a key upon approval.

EMERGENCY PROCEDURES

Emergency Announcements

Announcements due to inclement weather or other unusual circumstances will be made over the PA at the appropriate time during the school day. As information becomes available, we will provide an emergency message on some or all of the following communication venues: Telephone *all-call*, e-mail, the *Apptegy* application, and/or the introductory school message at 630-420-6480.

Emergency School Closing

Information relative to school closing, transportation information, or the early closing of school will be posted on the school/district website and on the school/district X account; as well as some or all of the following communication venues: Telephone *all-call*, email, the *Apptegy* application, and/or the introductory school message at 630-420-6480.

Fire and Severe Weather

At the beginning of the school year, teachers will review the procedures to follow in the event of a fire or severe weather incident with their classes. Fire and severe weather drills will be held periodically. Drill regulations and evacuation routes are posted in each room.

Lockdown Procedures

In the event that we need to secure the building and keep students and staff in present locations, the following procedures will be implemented:

Secure & Teach

1. Announcement will be made over the PA that staff and students should remain “in place” but continue with classroom activities
2. Staff will bring in any students found in hallways
3. Staff and students will remain in locked classrooms
4. School administration will communicate with staff via email or phone, depending on the circumstances
5. Announcement will be made over the PA that the *Secure & Teach* has concluded

In the event of an immediate threat (one that is occurring on school property), we will follow the advice of local law enforcement and district officials and may implement ALICE protocol, a response plan that has been shared with both staff and students. ALICE is an acronym for: Alert, Lockdown, Inform, Counter, and Evacuate. Depending on the severity and location of the threat, an appropriate response will be determined.

ENTRANCE and EXIT PROCEDURES

Students arriving at the building in the morning for school should use one of four designated entrances: the Main Entrance (Door 1), the Bus Entrance (Door 4), or the auditorium entrance (Doors 8 and 9). In 2026-27, the main Athletic Entrance (Door 19) will not be accessible due to construction. Similarly, when students leave for the day, they should exit using the same doors. Any use of unauthorized entrance/exit doors poses a security threat to the school community. Students that violate this will meet with the assigned Dean of Students and may be issued consequences, including loss of privileges.

EXPULSION

Expulsion from school means that a student has been excluded from enrollment as a student of Naperville North High School and Naperville Community Unit District 203. The decision to expel is made by the School Board after due process proceedings. While every attempt is made to continue the educational experience of a student, some violations infringe upon the safety and security of the school community in a way that may warrant student removal.

FIGHT SONG

Learn it!

Naperville North High School Fight Song

(Cymbals) What's the word?

Fight! Fight! Fight!

The word is fight, fight, fight for Naperville
Let every loyal Huskie sing.
The word is fight, fight, fight for Naperville
Until the walls and rafters ring (Rah-Rah)
C'mon and cheer, cheer, cheer, for Naperville
We're gonna cheer until we hear the final gun.
The word is fight, fight, fight, for Naperville
until the game is won.

H*U*S*K*I*E*S. Huskies, Huskies are the best!

HOME OF THE HUSKIES

FINAL EXAMS
Students may take final examinations, irrespective of ongoing attendance concerns, for full credit. Students that "skip" finals (no verifiable reason for absence) will earn a zero on the exam. Additionally, students who commit academic integrity violations on final examinations or assignments that serve as the "final project" for a said course, will earn a zero with no opportunity for a re-assessment or make-up assignment. Deans of Students will assign disciplinary consequences that will be served the following term.

GAMBLING
No form of gambling is acceptable at school for any reason. Students found in violation of this policy will be written-up and issued consequences.

GANG-RELATED ACTIVITY
Gang activity, gang-related activity, or any activity which appears as such including, but not limited to drawings/graffiti, clothing, bandanas, hats, or any other form of representation will result in a written referral and disciplinary consequences.

HANDICAPPED PARKING
Only properly authorized vehicles may park in Handicapped spots. Unauthorized cars may be ticketed by the Naperville Police Department. NNHS does not issue handicap placards. You must apply for this through the Department of Motor Vehicles.

Again, failure to comply with the above rules and regulations will result in disciplinary action, the possibility of losing one's parking permit without refund, and/or towing of the vehicle at the owner's expense.

HOMEROOM / WIN
On Tuesdays and Thursdays of the school week, students will be assigned to homeroom - or an academic intervention period called WIN ("What I Need"). These are 45-minute periods and appear on a student's schedule. Homeroom is designed to connect students to teachers, to each other, and to the school through information-sharing and activities. Students in homeroom will participate in teacher check-ins, called *Pack Checks*, (grades and attendance), celebrations (i.e. honoring state championships), and special competitions throughout the year. Students may also receive grade-specific counseling curriculum during this time.

WIN periods are designed to allow students opportunity for academic intervention. These sessions often involve direct instruction or the re-explanation of concepts in specific content areas. These periods also

provide students with time to get questions answered, take a test that was missed because of an absence, complete missing assignments, or review for an upcoming assessment. Because student needs change throughout the school year, WIN sessions - and therefore attendance to specific sessions - fluctuates. Here are the guidelines that govern the program:

1. Attendance to a WIN session is mandatory
2. Students are required to make WIN selections through Infinite Campus (directions will be provided)
3. Students have *some freedom* in selecting a WIN session; however, a teacher's request overrules student preference
4. Students will remain in the designated WIN session for the duration of the period

ID CARDS

ID cards will be issued at the beginning of each school year. Students must carry their school-issued IDs, or be able to access their school ID through the Infinite Campus platform at all times in school or when involved in a school activity; failure to do so may result in a consequence. Upon request, a student shall present the ID card to any school employee. ID cards that have been lost must be replaced immediately for a $5 fee through the Learning Commons.

LATE ARRIVAL/EARLY DISMISSAL

Senior students who are not credit-deficient have an opportunity to include Late Arrival or Early Dismissal into their daily schedules. As a result, they are not required to be in school during this time. The following expectations are in place for these students:

1. Late Arrival: Students must enter through an authorized entrance: Main Entrance or NPAC Entrance
2. Late Arrival: Students will need to let the campus supervisor know that Late Arrival is on their schedule. The student should then wait at that location until the bell rings to end first period
3. Early Dismissal: Students will need to let the campus supervisor know that Early Dismissal is on their schedule prior to leaving the building at the end of seventh period
4. Early Dismissal: Students who are remaining in the building for eighth hour (because of after-school practice or other activity) must be under the direct supervision of a staff member

Note: Students who do not follow these expectations will be placed in a study hall during first or eighth period and will have the privilege revoked.

LOCKERS (Hall Lockers & PE Lockers)

Students may request to be assigned a locker at school by visiting the Student Services 1 Office, located off the large cafeteria. Students are responsible for any damage to the assigned locker and may incur a charge if the damage is outside of the normal "wear and tear." Locker combinations should never be shared, and students are not permitted to share lockers. The school cannot be responsible for lost or stolen items. Any mechanical problems (locker jammed, won't open) should be directed to the Student Services 1 Office. The school maintains ownership of each locker and has the authority to search any locker if there is reasonable cause to believe items of an illegal or dangerous nature are contained therein.

Students will also be assigned a locker in the PE area for use during Physical Education classes. Students are required to purchase and use a school lock for their PE locker. This lock must be purchased through the NNHS School Store or the PE Department. Students are required to lock-up all backpacks, clothing, shoes, etc. during PE class. Students who do not comply with this request will be issued consequences by the PE Teacher and/or the assigned Dean of Students. Any non-school issued lock will be cut off and students will be responsible for replacing it with a school-issued lock.

Students should always double-check their lockers before walking away to make sure that they are locked properly and that the contents inside are secure.

LOITERING

Students are not permitted to loiter in any hallways, locker rooms, or washrooms during passing periods, lunch periods, or after school. Loitering is defined as sitting on floors, tables, or "hanging out" and lingering in any of these areas. This includes students who serve as "look outs" for any inappropriate behavior. Additionally,

students who are not involved in a supervised sport, activity, or academic help session after school must leave the building by 3:30 PM. Any loitering is subject to disciplinary action.

LOST AND FOUND
A Lost & Found Center is housed in the Student Services 1 Office for clothing, textbooks, and other valuables. All found items should be turned in to the Student Services Office. All claims for lost articles should be presented there. Unclaimed articles are turned over to charitable organizations at various times during the school year. For lost or misplaced Chromebooks, students should visit the IT Department, located in the Learning Commons.

LUNCH / OPEN-CAMPUS LUNCH
Students may bring lunch from home or purchase lunch or a la carte items through the food service. Students are prohibited from having food delivered or dropped off to the school at all times. Students may eat and must remain in designated lunch areas during the entire lunch period. Naperville North is a closed campus for lunch for freshmen and sophomores. Any student who leaves the building unauthorized will receive disciplinary consequences. In addition, students who have multiple off-campus violations may lose their open campus lunch privilege during junior or senior years..

“Open Campus Lunch” is the only exception to the closed campus lunch concept. For the 2026-27 School Year, this program will be available to juniors and seniors whose parents/guardians have extended permission.

The following rules govern open-campus lunch:
1. Students must have a current NNHS ID - either the physical card or the ID with bar code found on Infinite Campus
2. Students must exit and enter through the NPAC (where they will be scanned in and out)
3. Students must return to the building on-time for class
4. All school rules, even while off campus, apply

The privilege of open-campus will be suspended or revoked if:
1. Students use an ID card that is not assigned to them for purposes of participating in the program
2. Students are returning late and missing instruction
3. Students are not in good standing with respect to overall attendance (including tardy accumulation)
4. Students are suspended from school
5. Students use unauthorized exits or entrances
6. Student behavior off-campus is not in accordance with standards set by Naperville North High School and School Board Policy

Student behavior - including regular school attendance - is both individually and collectively tracked at Naperville North High School. Students who remain in good standing will be extended the privilege of open-campus when it is their turn to have it. Those students who amass a long list of behavioral infractions (again, including irregular or poor attendance), will not be extended this opportunity.

Because juniors are not allowed to park on-campus, they should carefully consider all factors before going off-campus. Our concern, naturally, is student safety, and we do not want students driving recklessly (speeding, rushing) because so much time is spent actually getting to their vehicle - which may be parked on a side street. We will not make concessions for traffic volume, long lines at restaurants, returning to school and not being able to find parking, or weather conditions. Therefore, **all students going off-campus** for lunch should consider the pros and cons of **each day**.

HANDICAPPED PARKING
Only properly authorized vehicles may park in Handicapped spots. Unauthorized cars may be ticketed by the Naperville Police Department. NNHS does not issue handicap placards. You must apply for this through the Department of Motor Vehicles.

Again, failure to comply with the above rules and regulations will result in disciplinary action, the possibility of losing one's parking permit without refund, and/or towing of the vehicle at the owner's expense.

RELIGIOUS HOLIDAYS
Naperville North High School makes every attempt to work with our community to avoid scheduling extra-curricular events on major religious holidays. However, with the volume of events to schedule on a finite school calendar, it is not always possible to avoid every religious holiday. It is our desire to respect the religious practices of every family in our school. If a conflict occurs, students are encouraged to celebrate the religious observances with the school's full support. Early communication with coaches and sponsors is critical in such cases. Please check all published schedules for potential conflicts.

SCHOOL RESOURCE OFFICER
The School Resource Officer is a member of the Naperville Police Department who is assigned to NNHS full-time during the school year. This officer serves as a community resource to the students, faculty, and staff, providing easy access to the full range of police services. The SRO may be contacted through the Deans' Office. The officer assists the Deans with investigations, student interviews, programs, and other related areas. The School Resource Officer also provides law-related education through presentations to classes and organizations throughout the school. Some additional responsibilities will include:

- Act as the criminal justice system's consultant to the school in matters of law enforcement and juvenile procedures
- Assist school officials and parents with runaways
- Assist school administration in resolution of criminal and/or antisocial behavior
- Assist in with persons trespassing and/or committing criminal acts on school property
- Meet with school counselors, Deans of Students, and other members of the administrative team to identify individuals, situations, or conditions which may result in inappropriate or criminal behavior

SKATEBOARDS, ROLLERBLADES, ETC.
Skateboards, bicycles, rollerblades, roller skates,hoverboards or any other personal transportation devices are not allowed at any time within the building. Bicycles may be ridden to school and should be locked up at the appropriate bike racks provided.

SMOKING/VAPING
State and federal regulations prohibit smoking or vaping on school district property. Smoking, possession, or use of conventional or electronic tobacco/THC products is prohibited on school grounds, within visible sight of the school property, or on property adjacent to the school boundaries. Violators are subject to school disciplinary action and police enforcement.

SPORTING EQUIPMENT
Students may not use or possess hacky sacks, frisbees, basketballs or any other sporting equipment in the hallways, classrooms, or any other unauthorized areas. These pieces of equipment must be stored in student lockers during the school day. Failure to comply with this will result in confiscation of the equipment and a written referral. If equipment is confiscated, it may be picked up in the student's Deans' Office after school.

STATE REPORTING of INCIDENTS
Incidents involving battery, firearms, or drugs will be reported to the Illinois State Board of Education's *Student Incident Reporting System.* Additionally, student attendance (chronic absenteeism and truant minors, for example) is also reported.

STUDENT PICK UP/DROP OFF POLICY
Students who receive a ride to school should be dropped off on the north (Main Entrance) or south side (NPAC) of the building between 7:00 - 7:30 AM. The closer we get to school starting (typically 7:45 AM), the longer the lines and the heavier the traffic. Students should consider this carefully so as to avoid being late to school. Traffic and lines are not considered viable excuses for lateness.

Drop-off for late arrival students can be done at the Main Entrance or the NPAC Entrance. Similarly, early dismissal students can be picked-up at the same locations.

Students that are waiting for rides after school will need to remain in designated areas: outside of the Main Entrance or NPAC (when the weather is cooperative) - or in the corresponding vestibules of each. Students are not allowed to roam around the building or linger in common areas - such as the cafeterias - when waiting for rides.

SUBSTANCE USE / TOBACCO USE

In order to ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate involvement, use or abuse, and implement intervention or support services as needed along with appropriate disciplinary action. Students that are struggling with issues involving substances are encouraged to seek out assistance in the Student Services #1 Office (school counselor, social worker, or Dean of Students), **proactively**, so that programs, interventions, and/or supports can be discussed and/or offered.

Note: In accordance with Naperville City Ordinance, there may be police involvement for substance abuse, or for tobacco use by students under the age of 21.

SUSPENSION FROM SCHOOL

IN-SCHOOL SUSPENSION

In-school suspensions range from 1-8 periods on any given school day and may be assigned for violation of school rules, including failure to serve previously assigned detentions. In-school suspension is located in the Community Resource Center, located on the first floor of the high school. While a student is in the CRC, he or she may participate in processing the infraction(s) as well as a reflective or restorative discussion. The goal of in-school suspension is to correct the behavior by providing strategies or alternative ways of “doing something” so that more severe consequences for the same behaviors are not on the horizon.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspensions range from 1-10 days based on infraction and student history. Students who are in violation of school rules may be assigned a suspension. Throughout the duration of the suspension, students are not allowed to be on any District 203 property or to attend any school functions, including sporting events, club meetings, or dances - even if those activities are off-campus. If a student is found on campus during the time of a suspension, he or she is subject to arrest. Multiple suspensions may warrant a parent meeting, formal hearing, or both. Students retain make-up privileges for all work missed during the time of suspension and should consult with individual teachers to create timelines for work completion and submission.

SOCIAL SUSPENSION

For certain situations involving inappropriate behavior - or when students have excessive referrals or a back-log of detentions that have not been served - social suspensions may be issued. These suspensions prohibit students from attending school events such as athletic contests, dances, celebrations, theatrical events, or special programs such as Airband, Exit with Pride, or Commencement. Social suspensions that occur during the school day may include lunch room or Learning Commons restrictions - as well as bus riding restrictions. These suspensions may also include other consequences and are primarily designed to keep the integrity of all school events and procedures intact.

TRESPASS NOTICE

No person or persons are to enter school property without legitimate reasons for being present. Trespassing on state-supported land is specifically forbidden by Chapter 38, Section 21-5 of the Illinois Criminal Code and by Naperville City Code, Chapter 10, Section 2-4-1. Naperville North will be guided by the state and city ordinance regarding trespassing. Those people found trespassing will be reported to the Naperville Police Department and evicted from the building. Parents and visitors should refer to the "visitors" section of this handbook.

VIDEOTAPING

Students should review policies in Section 7 very, very carefully. We live in a technology-driven world; however, students cannot videotape or take photographs of others. While this will result in school consequences, students who videotape or take pictures in a restroom or locker room will face very significant consequences, including suspension from school and possible arrest. It is against the law.