

POSITIVELY NORTH

RESPECTFUL

RESPONSIBLE

ENGAGED

The mission of PBIS at Downers Grove North High School is to foster and promote a positive school climate that enhances student learning through defining, teaching, modeling, and acknowledging positive behavior.

District 99 is a member of PBIS (Positive Behavior Interventions and Supports) Network in order to address the social and emotional learning standards of our students. PBIS is a school-wide, data driven approach aimed at establishing a positive culture where all staff and students have the opportunity for positive interactions and acknowledgements.

For more information about PBIS go to www.pbisillinois.org.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper



Dear Students and Parents/Guardians,

It is my pleasure to welcome you to North High School for the 2018-19 school year. I am honored to serve as your principal and hope that you enjoy being at North High as much as I do. Our faculty and staff believe strongly in the ability of each student to succeed and will do our best to help students stretch themselves and achieve their goals. In addition, we are proud of our positive school climate where students and staff treat each other with dignity and respect and celebrate our successes.

I encourage you to take time to review this handbook carefully. In it you will find important information about school procedures and guidelines, as well as opportunities that are available here at North. All students and parents are responsible for knowing and following our school's expectations for behavior and conduct. At all times, we expect our students to demonstrate our Positively North tenets of being respectful, responsible, and engaged; reviewing the handbook will help students understand our expectations. Our handbook also serves as an excellent planning tool for students. Not only does it include important information such as bell schedules and a school calendar, it provides space for students to record daily homework assignments and special events. Our students are highly involved here at North, and it is easy for assignments and/or events to be missed if students aren't organized. Research has shown that organized people are more likely to reach their goals; we hope students will use the daily calendar feature to write down assignments, due dates, important events, and other school-related information.

As we begin the school year, I'd like to take this opportunity to encourage students to participate actively in their classes and to participate in co-curricular and extra-curricular activities as well. Students who are engaged in their classrooms by completing assignments on time, asking questions, seeking assistance when needed, and helping others are much more likely to succeed than those who are disengaged. In addition, we offer a wide array of clubs and athletics at North High so that students can pursue their passions outside of their classrooms and make new friends. Attending events at the school is another great way for students to be engaged; their positive encouragement of their peers goes a long way toward creating a nurturing and inspiring climate here at North High.

On behalf of the entire faculty of North High School, I want to wish you all the best this school year. Together we can make this a Positively North year. Go Trojans!

Sincerely,
Janice Schwarze
Principal

Counseling & Student Support Services – Room 128

Counselor: _____

Dean: _____

Psych/Social Worker: _____

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Front Cover: Kameron Collier

Back Cover: Ethan Petro

August 2018 – June 2019

August		January	
15	Teacher Institute-No Classes	4	Last Day of Winter Break
16	Teacher Institute-No Classes	7	Classes Resume
17	First Day of Classes	7	Late Arrival – 9:20 am
30	Open House	14	Late Arrival – 9:20 am
		21	MLK Birthday – No School
		28	Late Arrival – 9:20 am
September		February	
3	Labor Day – No School	4	Late Arrival 9:20 am.
10	Late Arrival - 9:20 am	11	Late Arrival 9:20 am.
17	Late Arrival - 9:20 am.	18	Presidents Day – No School
24	Late Arrival - 9:20 am	25	Late Arrival – 9:20 am
October		March	
1	Late Arrival - 9:20 am	1	County Institute-No Classes
8	Columbus Day – No School	4	Late Arrival 9:20 am.
15	Late Arrival - 9:20 am.	11	Late Arrival 9:20 am
18	Early Dismissal – 1:30 pm	18	Late Arrival 9:20 am.
19	Parent/Teacher Conferences – No Classes	25-29	Spring Break
22	Late Arrival – 9:20 am		
29	Late Arrival – 9:20 am	April	
November		1	Classes Resume
5	Late Arrival – 9:20 am	1	Late Arrival – 9:20 am
12	Late Arrival – 9:20 am	8	Late Arrival – 9:20 am
19	Late Arrival – 9:20 am	15	Late Arrival – 9:20 am.
21	Non-Attendance Day	19	Non-Attendance Day
22	Thanksgiving Day	22	Late Arrival – 9:20 am
23	Thanksgiving Break	29	Late Arrival – 9:20 am
26	Late Arrival – 9:20 am	May	
December		6	Late Arrival – 9:20 am
3	Late Arrival – 9:20 am	13	Late Arrival – 9:20 am
10	Late Arrival – 9:20 am	20	Late Arrival – 9:20 am
17	Late Arrival – 9:20 am	21-23	Final Exams
19-21	Final Exams	24	Graduation
24-Jan 4	Winter Break – No School	24	Teacher Institute

PERSONNEL

BOARD OF EDUCATION

Dr. Nancy Kupka, President	Terry Pavesich, Vice President
Donald E. Renner III	Rick Pavinato
Mike Davenport	Sherrell Fuller
Daniel Nicholas	

ADMINISTRATIVE SERVICE CENTER

Superintendent.....Dr. Henry Thiele
Assistant Superintendent for Human Resources.....Peter Theis
Assistant Superintendent for Special Services.....Scott Wuggazer
Director of Special Education.....Lisa Bollow
Assistant Superintendent for Student LearningGina Ziccardi
Director Of Innovation in Teaching and Learning.....Robert E. Lang
Controller.....Mark Staehlin
Director of Communications.....Jill Browning
Director of Physical Plant and Operations/Purchasing.....Jim Kolodziej
Director of Technology and Information Services.....Rod Russeau

NORTH HIGH SCHOOL ADMINISTRATION

Principal.....Janice Schwarze
Associate PrincipalSara Courington
Associate PrincipalDr. Ken Sorensen
Associate PrincipalKelly Zuerner
Assistant PrincipalErin Ludwick
Athletic DirectorDenise Kavanaugh
Student Activities DirectorMark Mirandola

DEPARTMENT CHAIRS

Career and Technical Education.....Kimberly Jablonski
Driver Education, Health, and Physical Education.....Courtney White
English and Communication.....Chris Bronke
Fine Arts.....Brayer Teague
Library.....Allison Bava
Mathematics.....Jonathan Heldmann
Science.....Mike Heinz
Social Studies.....Jenne Dehmlow
Special Services.....Jorie Burtnette
World Languages.....Elizabeth Lee

DEANS

DeanKevin Johnson
Dean.....Rebecca Talavera
Dean.....Tim Tilton

***COUNSELING AND STUDENT SUPPORT SERVICES
DEPARTMENT***

Counselor	Dr. Sherri Devore-Benitez
Counselor	Nicole Gibson
Counselor	Cyndi Karmik
Counselor	Kevin Leslie
Counselor.....	Brett Littlehale
Counselor	Teri Manderino
Counselor	Katelyn Pantke
Counselor	Greg Stolzer
Counselor	Mark Wasik
Psychologist	Angela McAndrews
Psychologist	Theresa Wilson
Social Worker	Barb Czarnik
Social Worker	Brian Kittinger
Social Worker	Colleen McLean
Student Assistance Program Coordinator	Keith Bullock
Health Services	Mary Beth Tamm
School Resource Officer.....	Jon Lyerly
Speech Therapist	Jennifer Grenchik
Homeless Liaison.....	,,,,,, Kristy Scholtes

GENERAL SCHOOL INFORMATION

Attendance Office

To report absences (24 hour line with voice mail): (630)795-8450

This office is responsible for managing and administering student attendance related issues at North High. Prearranged absence planning, daily absence reporting and attendance follow-up are functions of the Attendance Office.

District 99 policies and procedures for attendance and reporting absences are posted in another location of this book under “Student Attendance.” It is essential that you become familiar with these policies and use the procedures regularly when reporting student absences.

Bookstore/Lost & Found/Textbook Returns

The bookstore, located in the commons, carries a stock of school supplies.

Bookstore hours are 7:30 a.m. 3:45 p.m. The bookstore manages the textbook rental system. Students are provided with textbooks for their classes as part of the registration fee. The textbooks distributed to students are assigned inventory numbers to assist with accounting for them. The agreement made when the books are distributed to the students is that each student must return

the same book that they were initially given. Students cannot return a book, other than the one they were given, and expect to be credited for its return. Students returning books numbered differently from the ones they were given will be assessed the replacement fee for the original book. All students are expected to return their assigned books directly to their teachers or to the bookstore and prior to summer. Because the inventory and ordering of texts for the following year must be completed by July 1, students will not be credited with the return of texts after that date. The cost of replacing all unreturned texts will be assessed to each student and must be paid. If students leave textbooks in lockers or other areas of the school, this is not considered an appropriate or proper return. Therefore, missing text fines also will be applied in these situations.

Cafeteria

The cafeterias at District 99 schools provide quality breakfast and lunch selections. Breakfast is available from 7:30 am to 7:55 am and lunch is served during the standard lunch periods. All students have an account in the cafeteria tied to their student ID. Pre-payments to the accounts can be made by cash, check or through the online payment system. Students will not be allowed to charge food if their account is at zero or below. If a student's cafeteria account balance is at or below zero, then the student must use cash to purchase a meal.

Free or Reduced Lunches

District 99 participates in the National School Lunch Program and provides free or reduced price meal benefits to students who qualify. Some families will automatically receive benefits based on information provided by the Illinois Department of Human Services and the Illinois State Board of Education. Families that may be eligible for free or reduced price meals are encouraged to fill out an application which can be found on your school's website.

Lost & Found

Located in the Bookstore. Every effort is made to identify lost books and return them to the student. Personal items are held for one semester.

Protective Eyewear

In accordance with the Illinois School Code (105 ILCS 115/1) District 99 students and staff will be required to wear protective eyewear when participating in potentially harmful activities, including, but not limited to those involving milling, sawing, shaping, cutting, grinding, or stamping of solid materials; heat treatment, tempering, or kiln firing; and the use of caustic or explosive chemicals, hot liquids, or solids. Protective eyewear will meet nationally accepted standards established by the State Board of Education.

Resource Centers

The Resource Centers are available for individual student use. If the labs are not filled to capacity, individual students may use these facilities during study hall or opposite lunch resource to receive help from the supervising teacher. Individual students must secure a pass from an academic teacher in order to use these facilities.

School Resource Officer's Office

North High School's School Resource Officer is a member of the Downers Grove Police Department and is considered a regular staff member. The officer will serve as a security consultant and as a law enforcement official for the school. The officer will be available during the school day and at many evening/weekend activities.

Student Activities Office

The Student Activities Office is located in the main office complex in Room 101. This office provides a variety of services to students in the program. Student Activities coordinates all interschool competitions, verifies activities eligibility, and handles the logistics for all North High theater productions, yearbook distribution, assemblies and student recognition.

Student Assistance Program

The Student Assistance Program at North High School coordinates prevention activities, works with students and families in coordinating services with community agencies, and structures follow-up support for students after receiving services from community agencies. The primary focus of the Student Assistance Program is to educate and raise awareness about alcohol, tobacco and other drug use. The program also deals with other mental health issues as well. Prevention programs include, Operation Snowball, Leadership Training, DARE Events, and SADD (Students Against Destructive Decisions).

Tutoring

Peer tutoring through the National Honor Society is available on a limited basis.

STRIVE

Success Through Reaching Individual Expectations: After school homework assistance program with adult and peer tutors. See your counselor for more information.

The School Day

The school day begins at 8:00 a.m. and ends at 3:20 p.m. During this time, the staff is available, and the offices are open to conduct school business. Students must be in attendance during this time. The Illinois State Board of Education requires that students in public high schools be in attendance a total of 300 minutes per day. For that reason, no students will be dismissed from school prior to 2:25 p.m. Only seniors, if schedule allows, will be dismissed at 2:25 p.m. When school and work come into conflict with each other, school responsibilities take priority. Any schedule change will be communicated to parents by the counseling staff. Leaving school before the end of the school day, without parent permission and a Permit to Leave, will result in possible disciplinary action.

Lockers

All students are assigned a locker when they first register at North High School. ALL STUDENT LOCKERS ARE THE PROPERTY OF COMMUNITY HIGH SCHOOL DISTRICT 99 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME. Students are not to damage or deface lockers in any way; fines will be assessed for any damage. Lockers should be kept locked at all times. Since the school assumes no responsibility or liability for lost or stolen property, students are urged not to bring valuable items or large sums of money to school. Students should keep the locker combination confidential. Students must use only the assigned locker and are not permitted to make unauthorized moves to another locker. Students must report any locker trouble or faulty lock problems to the Dean's Office. Students are responsible to clean out lockers and remove all contents at the end of each school year. Routine locker inspections may be conducted to ensure compliance. A \$10.00 fee will be assessed on students who write on or fail to clean out their locker at the end of the school year.

Visitors

The school has a responsibility to maintain a learning environment as free as possible from outside distractions. Student visitors and deliveries for students present the potential for such distractions. We cannot accept delivery of food, flowers, gifts, etc. Delivery drivers will be turned away at the reception area. Students may not bring friends and/or relatives to school as visitors. ALL VISITORS TO THE SCHOOL BUILDING MUST REGISTER IN ORDER TO ENTER THE BUILDING. Visitors should plan on entering the building only at the Main Street entrance. Individual student visitors, such as friends and relatives, will not be allowed access during the school day.

COMMUNICATIONS

Bulletin Boards

Bulletin boards are located throughout the building. The Student Activities Office must approve all materials posted.

Daily Announcements

Five minutes are added to the second period so that announcements may be read over the public address system and teachers can distribute special information. In addition to being read over the public address system, the daily announcements are also posted on the website and on the student cafeteria monitors.

Distribution of Materials

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

Poster Policy

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

SCHOOL RULES

Hallway Expectations

Hats, head coverings, and outerwear coats should be placed in the locker upon arrival at school and remain there until the end of the school day. At no time are hats or other head coverings to be worn in the building during the school day except under special preapproved circumstances.

Students should walk in a reasonable manner and at a reasonable speed in the hallways at all times. Sufficient time is provided to pass from one class to the next. Students should show proper respect to all other people in the hallways at all times and especially during the passing period. Shoving or other physical aggression in the hallways is not acceptable.

Speaking in a calm and relatively quiet voice in the hallways and other public areas is appropriate. Shouting, swearing, and screaming are considered inappropriate in the hallways and classrooms of North High School. An open hallway traffic pattern must be kept at all times.

COUNSELING AND STUDENT SUPPORT SERVICES

Counseling and Student Support Services Office

The Counseling and Student Support Services program is an integral part of the school curriculum. Counselors provide support by encouraging students to achieve their individual potential and capacity to successfully learn. Counselors provide academic and individual skills information needed to succeed. Counselors support student achievement by serving as the student's advocate within the school and referral advisors for internal and external resources and services. Psychologists and social workers provide expanded services in specialized situations. Support services are available to all students by visiting the Counseling office.

Working Students/ Work Permits

Junior and senior students are often employed in part time positions during the school year. Students who use time well can usually keep up with their academic responsibilities and still work on a part time basis. Jobs, which require more than 15 hours per week, can place undue pressure on students. The school staff advises parents to stress the importance of the academic program and to monitor part-time work schedules so that part-time jobs do not have an adverse effect on school success. Teachers often hear students blame work hours as a reason that homework assignments are incomplete. The faculty appreciates parent support of the philosophy that the academic program is of

primary importance. Work Permit applications are available in the Counseling and Student Support Services Office. The Child Labor Regulation No. 3, printed below, explains the conditions under which students may be issued working permits.

CHILD LABOR REGULATION NO. 3

Employment of 14 and 15 year old minors is limited to certain occupations under conditions that do not interfere with their education, health, or well-being. 14 and 15 year old minors may NOT be employed:

- During school hours
- Between 7 p.m. and 7a.m. (time is measured according to local standards)
- More than 3 hours a day on school days
- More than 18 hours a week in school weeks
- More than 8 hours a day on non-school days
- More than 40 hours a week in non-school weeks

In order to procure a work permit, minors are requested to:

1. Pick up an application for a work permit in the Counseling Office.
2. Complete the application with all necessary information and signatures.
3. Return the completed application along with a birth certificate to the Counseling Office.
4. The work permit certificate is not transferable. It is only valid for the employer/job and specific occupation to which it has been issued.

For 16 year olds:

Employment of 16 year olds and over may be as many hours as they care to work with the only restriction of specific jobs being power driven factory machines, etc. They must be 18 to be employed in a shop or factory. To secure a work permit, a 16 year old must bring a note from the employer stating hours and job requirements and a birth certificate.

HOMELESS ASSISTANCE ACT

Each child of a homeless individual and each homeless youth is entitled to equal access to the same free, appropriate public education as provided to other children and youths. A homeless child may continue to attend the District school where the child was enrolled when permanently housed or in the school in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Counseling and Student Support Services staff at each school can provide guidance and assistance regarding the education and rights of homeless children. Please contact Cathleen Bendicsen at 630-795-8415 for further assistance.

COLLEGE PLANNING

The requirements for college admissions vary with the college. There are some guidelines, however, which will help to ensure that the student will have the appropriate high school courses. The Illinois State Board of Higher Education

has set the following requirements for students currently enrolled at state universities. It is recommended that all college-bound students attempt to meet these requirements:

- 4 units of English
- 3 units of Mathematics
- 3 units of Science
- 3 units of Social Studies
- 2 units of same Foreign Language, some Music, Drama or Art

Some highly selective colleges will expect four-year sequences in these college preparatory subjects. In addition to the required course selection, colleges also consider the student's grades and college admission test scores. Many colleges are especially concerned about the student's senior year. College-bound senior students should be sure that they plan a challenging program for their final year in high school. To learn the admissions requirements of a particular school, students are encouraged to check the college's website for accurate information about admissions requirements including courses, grades, rank and recommendations.

Colleges place emphasis on high school grades because these grades are considered to be the best predictors of success in college. Class rank, when calculated, is based on the student's cumulative semester grades. The personal recommendation required by some colleges includes input from school personnel on such characteristics as ability, motivation, responsibility and citizenship, which may also include a statement regarding participation and leadership in co-curricular activities. Students are strongly encouraged to work closely with their counselors in the college planning process. The student must sign an authorization requesting a transcript be sent to the college. A parent/guardian or eligible student may ask the District to remove college entrance exams scores (ACT & SAT) from their student's academic transcript. To request the removal of college entrance exam scores, the parent/guardian or eligible student should contact the student's school counselor. A complete application includes the application, transcript, ACT or SAT scores and, if required, a nonrefundable application fee.

The National Collegiate Athletic Association (NCAA) has specific regulations regarding course selection, grades and test scores in order for the student to be eligible to participate in college athletics and to receive a scholarship. The student athlete should check with the Athletic Office or the Counseling and Student Support Services Office to be sure he/she is meeting the NCAA requirements.

Financial Aid

Financial aid for college is available to families who demonstrate need. A meeting on financial aid will be held each year.

ACADEMICS

The purpose of this section is to provide a useful reference for important information regarding the policies and guidelines that relate to your student's academic life at North High School. Many of the topics included are those that have been suggested by current and former parents and students. The Academic Guide is intended to supplement information shared in the Registration Guide.

REQUIREMENTS FOR GRADUATION

A minimum of 22 units of credit is required for graduation from Community High School District 99. Of the 22 units of credit required for graduation, a total of 17 1/2 units come from the areas as listed below. One-half credit is earned upon successful completion of a subject meeting daily for one semester. The successful completion of a course, which meets daily for a full year, earns one credit.

LANGUAGE ARTS..... 4
Credits

PHYSICAL EDUCATION4
Credits

A student must be enrolled in Physical Education each semester that he or she is enrolled in school. Enrollment in Health and Driver Education is considered enrollment in physical education.

DRIVER EDUCATION: The classroom phase of Driver Education is required of all students. Safety education is a part of the instruction. Driver Education fulfills 1/2 credit of the 4 credit Physical Education requirement. In order to be eligible for Driver Education, the State of Illinois requires that students have passed eight courses (four units of credit) during the previous two semesters prior to taking Driver Education.

HEALTH: The required health course fulfills 1/2 credit of the 4 credit Physical Education requirement. The Health course must be taken during the sophomore year.

SOCIAL STUDIES..... 3 Units
One credit of Global Connections, one credit of United States History and one credit of Social Studies Electives selected by student.

MATHEMATICS3 Units
One year of Algebra/Math 1 and one unit of Geometry/Math 2 are required.

SCIENCE.....2 Units
One credit must be earned in a Biology (Life Science) course and one credit must be earned in a Physical Science course.

CAREER AND TECHNICAL EDUCATION..... .5 Units
This requirement may be met by successfully passing a course in Business Education, Family and Consumer Science, Industrial Technology or at Technology Center of DuPage (TCD).

FINE ARTS..... .5 Units
This requirement may be met by successfully passing a course in Art, Music or specified courses in the English area.

CONSUMER EDUCATION5 Units

This requirement may be met by successfully passing any of the following courses: Consumer Math (Mathematics), Personal Economics (Social Studies) or Consumer Education (Career and Technical Education). Consumer Education also meets the Career and Technical Education requirement. The full year course in Consumer Math also meets the Mathematics requirement. In order to meet the Consumer Education requirement by taking Consumer Math, a student must complete the full year course. A student may not receive credit for more than one consumer education course.

GRADE LEVEL ASSIGNMENT

All students will be assigned grade level status by the number of earned credits and the number of years of high school experience, as stipulated in Board Policy 7.305. The reasoning for and benefits of this policy change are as follows:

- Lack of progress toward a diploma sounds an alarm to students, parents, and school staff about the need for intervention. Earlier intervention assists students in remaining on track for graduation.
- Credits serve as a tangible bench mark for students and parents as progress toward earning a diploma. A policy that emphasizes earning credits encourages students to achieve rather than accrue seat time.
- Regular progress toward a diploma, not seat time, will entitle a student to rights and privileges.
- Students will take high stakes standardized assessments only after earning at least ten credits of high school work and thus will be better prepared to achieve state standards.

Based on the 22 credit graduation requirement and the policy requirements, the following chart reflects the new criteria for grade level assignment:

Grade Level	Years of High School Attendance	Credits Earned Prior to Start of the School Year
Senior	3	15
Junior	2	10
Sophomore	1	5
Freshman	<1	<5

Grade level determination will occur *after* each summer school session to allow for students deficient in credit to access summer school opportunities in order to meet the minimum number of credits required to move to the next grade level.

FEDERAL AND STATE CONSTITUTION EXAMINATIONS

Each student must pass an examination on the Federal and State Constitutions, Declaration of Independence, and the proper use and display of the American Flag. This test is given as part of the U.S. History courses.

COURSE LOAD

State law requires all students to be enrolled and in attendance not less than 300 minutes a day. District 99 requires students to be enrolled in three (3.0) course credits per semester (six credit classes) as a minimum. Lunch does not count toward the 300 minute minimum requirement. To assure that all students meet this requirement, students will normally earn (6) units of credit per year. Students may request a maximum of seven (7) classes per semester in order to enrich their academic program. This programming allows students to more easily take such electives as music, practical arts, fine arts or world languages. Students involved in athletic or co-curricular activities should be aware of the athletic and activity eligibility as described in this guide.

GRADE POINT AVERAGE (GPA)

Weighted Grades

District 99 uses a weighted-grade system for assigning point values to grades earned in selected courses, as listed in the registration guide. The criteria for a course to be weighted are 1) those courses in selected disciplines where section grouping is used to challenge the students by accelerating the learning rate and increasing the amount of content in the discipline, and 2) those courses in selected disciplines where course content is similar or equal to the content in university level courses. Grades are assigned point values based on whether or not the courses are weighted. Please note the reported grade remains an A, B, or C; only the point value changes. The following point values are to be assigned to grades in honors courses: A=5.0 points, B=4.0 points, C=3.0 points, D=2.0 points, F=0 points.

Grade Point Average

North High School computes, records, and provides both weighted and unweighted grade point averages (GPA) beginning at the end of the first semester of ninth grade and all subsequent semesters. The GPA is the cumulative point value of all grades earned divided by the number of semester courses that count toward GPA. Physical Education is included in the calculation of the GPA. Driver Education, Pass/Fail courses, audit courses, and courses taken off campus but for college credit (i.e. Calculus 3 and Differential Equations) are not included in GPA calculations. GPA is reported on the semester report cards and transcripts, is cumulative, and represent final semester grades. Please refer to the individual course descriptions in the Registration Guide for more specific information on weighted and unweighted status. GPA should be used in conjunction with other academic performance indicators. No one measure fully describes a student. All measures of performance, chosen courses of study, talent, skills, and work ethic, together represent an individual.

Honor Roll Students will be recognized on the honor roll in District 99 based on the GPA calculated for each semester, not the cumulative GPA. The honor rolls are: 3.4 - 3.99, and 4.0 and above. In order to be eligible for honor roll, a student must be enrolled in a minimum of 2 1/2 credits each semester. The GPA, for the purpose of honor roll determination, also excludes Driver Education, pass/fail courses, audit courses and courses taken on campus but for college credit.

To calculate the GPA for the purposes of honor roll recognition:

- Determine a “per marking period” credit value for each course by dividing the credit value of the course by the number of marking periods the course meets.
- Determine the grade points earned by the student by multiplying the “per marking period” credit values by the grade point value for each class.
- Determine the final Honor Roll GPA by dividing the total computed grade points by the total computed credits.

EARLY GRADUATION

Each student is encouraged to think carefully about both immediate and long-term goals before contemplating an early graduation request. Although early graduation is not encouraged, District 99 does acknowledge that there are some circumstances in which this is desirable. If a student perceives a need to graduate early, both the student and parent must be involved in the process. The application for early graduation is initiated with the counselor and should be completed prior to the beginning of the final semester of enrollment.

DUAL CREDIT

Students who successfully complete the Introduction to Teaching Course, AP Computer Science A, Architectural Drawing I, and Architectural Drawing I Honors, Architectural Drawing 2 Honors and/or Electricity/Electronics course will receive District 99 credit and College of DuPage college credit. At the completion of the course, students must contact COD to request a transcript.

AUDIT OF A CLASS

Occasionally, a student may find it beneficial to audit a class. Teacher approval is required before a student may enroll in a course on audit status. Any student auditing a class is expected to complete all course assignments, participate in class discussions, and complete all work as assigned by the teacher. An audit carries no credit or honor points. Students interested in auditing a class should consult with the subject matter teacher and school counselor. Audited courses do not count toward the five (5) class minimum required under the Athletic and Activity Eligibility Guidelines. All requests for audits must be submitted within the first three weeks of the semester.

COURSE REPEATS

A student with appropriate counseling from their school counselor, classroom teacher, parents, and department chair may request to repeat a passed course in any area where mastery of skills at one level is needed in order to successfully proceed in a sequence. The practice of repeating a course applies to courses in which a student has earned a passing grade. When a student repeats a course, credit is earned from the first enrollment, but the student receives the grade points from the course taken the second time. The grades from both enrollments appear on the student’s transcript, with credit having been earned

only once. Students repeating a course due to course failure will retain the failing grade on their transcript, and the failing grade will remain as part of the cumulative GPA. Repeated courses in which credit previously has been earned do not count toward the five (5) class minimum required under the Athletic and Activity Eligibility Guidelines.

INDEPENDENT STUDY

Independent Study is an alternative program intended to meet the needs of those students who have demonstrated a high degree of responsibility and who possess the aptitude to pursue coursework with minimal student teacher contact. Students study under the supervision of a teacher and complete credit requirements without attending regular class sessions. Independent Study provides opportunities for academic enrichment beyond that which is offered in the published curriculum or accessibility to coursework that cannot be scheduled. A student may take only one Independent Study course during a semester. Any student interested in Independent Study should consult with the subject matter teacher and counselor. Independent Study forms must be submitted within the first three weeks of the semester.

PASS/FAIL

Students may choose pass-fail options in all music course. In certain cases of P.E. exemptions, a pass/fail grade may be allowed.. The following conditions will apply to a student seeking pass-fail grading:

- A student must declare in writing, accompanying parent's signature, his/her desire to be graded on a pass-fail basis no later than Monday of the fourth week of each semester. Otherwise, traditional grading procedures will be utilized.
- The pass-fail will be recorded on the student's report card at the first quarter and the semester as well as on the permanent record.
- Pass-fail option courses may be counted as credit for graduation but will not count in calculating GPA and class rank.
- A student who elects the pass-fail option is expected to meet the same course requirements and will be evaluated by the same procedures, as are other students.

SUMMER SCHOOL

District 99 conducts summer school at the close of the regular school year. Summer school provides students with opportunities to enrich and accelerate their regular program or to make up deficiencies in credits needed for graduation. Courses must meet a minimum enrollment to be offered. Details regarding summer school will be available in the Counseling Office each spring.

TESTING AND ASSESSMENTS

District 99 will administer standardized tests as required and/or allowed by ISBE. District 99 will administer the SAT to all juniors in April. The SAT is a state requirement for promotion to grade 12 and for earning a diploma. Any junior who does not test will remain a junior until he/she takes the test.

WITHDRAWING FROM A SCHEDULED CLASS

Students are expected to remain in the courses for which they have registered for the entire school year. The school cautions all students to carefully consider any withdrawals. District 99 students are not considered fulltime students unless they are enrolled in a minimum of six (6) credited classes. Drop requests will not be considered until four weeks into each semester, which allows adequate time for the student to access assistance, time for the teacher to fully assess the student's capabilities and to fully understand the requirements of a student's entire schedule. A student may not be allowed to drop a course if in doing so he or she would fall below the 6 credit class minimum requirement. The withdrawal procedure involves input from the student, counselor, teacher, department chair, parent and administrator. The withdrawal is not official until the withdrawal form has been processed and signed by all parties, including the bookstore, and returned to the counselor. Current withdrawal policies are these:

- If a student withdraws from a class at any time up to the end of the first six weeks, no grade is recorded on the transcript.
- If the student withdraws from a class between the 7th and 12th weeks of the semester, the student will receive a "W" along with the grades at the time of withdrawal, i.e., WA, WB, WC, WD, and WF. This withdrawal and grade will be recorded on the student's transcript.
- If the student drops a class from the 13th week through the end of the semester (not including exam days), the student will receive a grade of "F."

Grade Information: Each teacher will present in writing an explanation of the grading policy for the class within the first two weeks of each course. The semester grade is based on the student's performance over the course of eighteen weeks plus a semester exam. The semester exam can be weighted up to 20% of the final semester grade. Semester grades will not be reported with pluses or minuses on a student's permanent record.

Exam Exemption for Seniors

Eighth-semester seniors who have earned a cumulative C letter grade or better for second semester shall be exempt from taking the course final examination. There may be some exceptions due to the nature of the course. For example, if the teacher chooses to make the semester exam a culminating project or experience, a student may not qualify for an exemption.

Make-up Work

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

Students are expected to make up work missed during an unexcused absence but full credit may not be granted.

Incompletes

A student who receives an incomplete semester grade must make up the work within five weeks of the end of the semester. It is a student's responsibility to consult the teacher to make arrangements for completing the necessary class work. The teacher will report the grade to the Associate Principal's Office within six weeks of the end of the semester. If the work is not completed during the specified time, the teacher may choose to award a zero for the missing work and determine the grade accordingly. The teacher would then report the grade to the Associate Principal's Office. At the end of second semester, the incomplete grade will be used only under the most extenuating circumstances and only with prior approval from the Associate Principal responsible for data processing. A grade will be determined by the teacher or the department chair and reported to the Associate Principal within 10 school days after the beginning of the next school year. Exceptions must receive prior approval from the Associate Principal responsible for data processing.

Academic Letters

Academic letters are awarded to all students who maintain a 3.4 or above grade point average for an entire school year. The letters are awarded to students in the fall following their 3.4 or above grade point average achievement.

National Honor Society

Each student eligible for membership is given a student activity information form to be completed and returned to the Student Activities Office. If the form is not returned, it is assumed that the student is not interested in National Honor Society membership. All juniors with a 3.5 grade point average at the end of the second semester of the last school year are included on a list circulated to all faculty. The faculty evaluates the students listed on service, leadership and character qualities. The National Honor Society faculty sponsor reviews the student activity information form received from each student and the faculty comments on students academically eligible for the National Honor Society.

Top Academic Seniors

At the Senior Awards Night in May, seniors who have attained the highest cumulative grade point averages will be recognized for this outstanding scholastic achievement.

EXPECTATIONS FOR DISTRICT 99-ISSUED CHROMEBOOKS:

- The Chromebook 1:1 Learning device is the property of District 99.
- D99 has the right to collect, inspect and/or alter the device at any time.
- Students must comply with the District's Use of Technology Policy (6.235) and our corresponding Acceptable Use of Technology procedures when using their Chromebook.
- Students must bring their Chromebook fully charged to school every day.
- Students must treat their device with care and never leave it in an unsecured location

- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to the Tech Support Office.
- Students may not remove or deface the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything other than their finger or a stylus.
- Students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the District 99 technology staff.
- Student data is hosted in the Google cloud; District 99 is not responsible for data loss.
- Users of District 99 technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications. There are no guarantees that said data will be retained and may be destroyed.
- If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. All 1:1 Learning device policies and procedures remain in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher.
- The District will repair or replace damaged equipment resulting from normal use. Fees may be charged for repair or replacement.
- Students may not use a personal computing device in lieu of the district provided Chromebook.

REGISTRATION & FEES

REGISTRATION

Students currently enrolled at North High School or its feeder junior high schools register for the next school year during February. Counseling and Student Support Services Department leads a school-wide effort to assist students and parents to select appropriate courses for the next year. The registration process should focus on the student's four-year plan, not just a single year or semester. Key to this process is the active involvement of parents in the selection of courses. All parents are strongly urged to join this process with their sons and daughters. Both students and parents should study the Registration Guide carefully to assure all procedures are followed and courses reflect the best choices possible.

School Textbook Registration Fees

The District 99 Board of Education annually sets fees for book use, technology and laboratory courses at North High School. All fees and past fines must be paid before a student begins classes for the year. Transfer students enrolling during the first semester will pay the full fee plus laboratory fees. A student entering at any time during the second semester will be assessed a prorated fee amount plus second semester lab fees. The fee for Behind the Wheel Driver Education is not refundable.

NOTIFICATION OF STUDENT FEE WAIVER FOR STUDENTS WHO'S PARENTS ARE UNABLE TO AFFORD THEM

The Board of Education shall waive all fees assessed by and payable directly to the District for designated instructional activities, including textbook fees, for students whose parents or legal guardians are unable to afford such fees. A student shall be eligible for a fee waiver when 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 meals program. Parents or guardians may apply for a fee waiver at any time during the school year if they believe they meet the eligibility standards. A copy of the District's student fee waiver policy and the applicable rules and regulations, including information on the eligibility standards and the appeal procedure, can be found on the school's website.

Student Fee Considerations

A student adding a course requiring an additional fee will be assessed additional fees. All students, including those attending Technology Center of DuPage, Southeast School, and Partners for Success, Directions, or other alternative programs, must pay registration fees. Private/special placement students enrolled in 1.5 (or less) credits per semester at North High School will be assessed the lab fees where applicable. Any student who withdraws and receives no refund of fees will not be reassessed course fees if he/she reenters in the same year.

Transfer/Withdrawal Refunds

A student who transfers to another school before October 1 will receive a partial refund of his/her registration fees and a refund of any semester 2 class fees. A student who transfers to another school after October 1, but before 2nd semester begins will receive a prorated refund of his/her registration and lab fees. If the transfer occurs before the beginning of the second semester, second semester class fees will be refunded. A student who transfers after the end of the 1st semester or who is a nontransfer student (no transfer of official records to another high school) leaving at any time during the year will not receive any refund. Students with unaccounted text books, library materials, or athletic equipment upon leaving school will be responsible for replacement costs. Such costs may be deducted from any refund due the student. Such costs shall be paid before any subsequent registration for the school year. For a specific refund amount please contact the bookkeeper at 630-795-8423.

Other Refunds

No refunds shall be granted for schedule changes requested by students unless the change is necessitated by guidance error. Students who drop a lab course after the start of a semester will not receive a refund of the lab fee. Refunds for second semester lab classes can be approved only until the first day of the new semester. A student dropping a lab course with a fee and assigned to a lab course with a fee will have the fee transferred. Students who start the school year hospitalized will pay all fees when placed in courses. Students entering hospital programs after the school year starts will not be eligible for refunds.

MEDICAL

HEALTH SERVICES HOURS - A certified school nurse and a registered nurse are on duty from 7:30 AM to 4:00 PM daily. The nurses, under the School Code of Illinois, work closely with all staff, utilizing the school health program to contribute significantly to the attainment of optimum health and safety so that the maximum educational potential of each student is reached.

PHYSICAL EXAMINATION / IMMUNIZATION REQUIREMENTS

9th GRADE/FRESHMAN REQUIREMENTS:

The School Code of Illinois requires that each student entering 9th grade have a physical examination, on the **Illinois Certificate of Child Health Examination Form**, completed by a licensed physician, an advanced practice nurse or physician's assistant. The physical examination must include: height, weight, blood pressure, BMI, diabetic screening, signatures and dates in order to be considered in compliance. The Health History section must be completed, signed and dated by the parent/guardian of the child.

Student records must show proof of immunization series according to the guidelines of the Illinois Department of Public Health; Diphtheria, Pertussis, Tetanus, Tdap, Polio, Measles (Rubeola), Mumps, Rubella, Hepatitis B, Varicella and Meningitis. The State of Illinois does periodically update vaccination requirements for school age students. New requirements will be communicated on the school website.

The physical examination must be submitted to the Health Services Office by August 1st of the current school year.

Students will not be eligible to receive a registration packet on Fee Payment Day unless all required medical information has been submitted. Freshman students will be excluded on the first day of school, and every day thereafter, until complete immunization records, physical examination and parent/guardian health history have been received and approved by Health Services.

Please retain a copy of the ninth grade physical with immunization dates for your records.

12th GRADE/SENIOR REQUIREMENTS:

Beginning with the 2015/2016 school year, any child entering the 12th grade shall show proof of having received two doses of meningococcal conjugate vaccine prior to entering the 12th grade. If the first dose is administered when the child is 16 years of age or older, only one dose is required. Students entering 12th grade will be excluded on the first day of school, and every day thereafter, until documentation of the required meningococcal vaccination has been received and approved by Health Services.

TRANSFER STUDENTS:

Students transferring from an Illinois school must present a copy of their ninth grade school physical examination and a complete immunization record at the time of registration. Students transferring from another state or country **MUST** present current immunization records and physical examination at the time of registration. Students transferring to an Illinois public school for the first time are required to have a vision examination conducted by a physician or licensed optometrist and submitted to the Health Services.

ATHLETIC PARTICIPATION:

If your child will be participating in any of the Athletics programs, the physical examination must be completed AFTER JUNE 15th to ensure participation for the full school year. For Freshmen only, the 9th grade physical on the State of Illinois form is valid for twelve months toward athletic participation. The IHSA sports physical form is not acceptable for 9th grade entrance. Only a physical examination completed on the State of Illinois Certificate of Child Health Examination form is acceptable for 9th grade entrance.

RELEASE OF IMMUNIZATION RECORDS:

Immunization records are available free, upon request to graduating seniors and may be used for college admission. After graduation, there will be a fee for providing immunization records.

Students 18 years of age or older must sign a release of immunization records form. Past graduates may also obtain immunization records through Health Services. A release of immunization records form and a fee is required

HEALTH CONCERNS:

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

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

DISMISSAL FROM SCHOOL DUE TO HEALTH CONCERN OR INJURY:

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

COMMUNICABLE DISEASE INFORMATION:

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

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

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

MEDICATION POLICY:

Community High School District 99 acknowledges that the responsibility for administering medication to a student rests primarily with the student's parent or guardian. Medication will be administered by district personnel during the school day only when absolutely necessary for the health and well-being of the student. The initial dose of the medication must be given at home.

If medication is necessary, it must be brought to the school in the original container labeled by the pharmacist (or manufacturer of over the counter

medications). All medications, including over the counter medications, must be accompanied by the district's medication authorization form completed and signed by both the parent and the physician; each medication must be on a separate form. Medication authorization forms are available in Health Services or on the school web page at www.csd99.org. It is important to note that students are prohibited from carrying medications or keeping medications in their lockers. Only students authorized to self-administer asthma medication or rescue epinephrine are permitted to carry medications on their person.

District 99 medication authorization forms must be renewed: at the beginning of each school year, if the medication or dosage is changed, or if asked to do so by the school nurse. Empty medication containers will be sent home with the student for refill as needed and at the end of the term of medication administration. Arrangements may be made for medications to be picked up by the parent. If the parent or guardian does not pick up the medication by the end of the school year, the medication will be discarded.

Medication authorization forms are available in Health Services or on the school web page at www.csd99.org. Questions or concerns regarding the above policies may be directed to Health Services of North High school (630-795-8480).

ELEVATOR POLICY:

Elevator keys and five minute hallway passes are issued daily through Health Services, Room 115. Hours: 7:30 am – 4:00 pm.

- A physician's note (or parent permission for 3 days) is required for use of the elevator key and/or five minute pass. Only students with an elevator pass may use the elevator.
- A pass will be issued with the elevator key allowing the student to leave class five minutes early. This should allow the student to arrive at each class on time and avoid congestion in the hallways. This additional time may not be needed at the end of each period depending on a student's schedule or class location.
- There is a \$25.00 charge for lost elevator keys. This fine is nonrefundable due to replacement cost of a lost key.
- A \$5.00 fee will be assessed if the key is returned with a broken or missing key chain.
- If an elevator is not working, please notify the nurse's office (X8480) from any office or classroom phone. Use other elevator – DO NOT use the stairs.

EMERGENCY ELEVATOR PROCEDURES:

Fire Evacuation:

- **Never use an elevator during a fire evacuation.**
- **Second floor classrooms** – Students who are unable to use the stairs during an evacuation should report to **Room 200**. Use the telephone in this classroom to **dial 9-911** and inform the fire department personnel of your location.
- **Third floor classrooms** – Students who are unable to use the stairs during an evacuation should report to **Room 300**. Use the telephone in this classroom to **dial 9-911** and inform the fire department personnel of your location.
- If you are unable to go to Rooms 200 or 300, use the telephone in any classroom or office to **dial 9-911** and tell the fire department personnel of your location.
- **First floor classrooms** – Students should leave the building at the appropriate exits.

Severe Weather/Tornado:

- **Second floor and third floor classrooms** – Take the elevator to the first floor. Remain in first floor hallway, seated along a wall if possible, away from glass doors and windows, covering face.
- **If elevator is not working** - remain in hallway near elevator, seated along a wall if possible, away from glass doors and windows, covering face.
- **First floor classrooms** – students will move to hallway with their class. Take a seat along a wall if possible, away from glass doors and windows, covering face.

MEDICAL CONDITIONS – DRIVER'S EDUCATION

It is recognized that certain students may have medical conditions that impact the safety of themselves and others in behind the wheel driver's education. Such conditions may include, but are not limited to, students with seizure disorders or diabetes. In such situations, the school nurse may require a doctor's confirmation in writing that the student may safely participate in behind the wheel driver's education, and under what conditions, prior to that student participating. In certain circumstances, where required by state regulation, approval from the Illinois Secretary of State's office may also be required by the school district. The school nurse may contact a student's parent/guardian for clarification at any time if there are student health concerns that may impact driver's education.

VISION SCREENING

Vision screening will be provided for children of mandated age/grade/groups each year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a

report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not permission to test. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. Please contact the school nurse if you do not want your child to participate in the vision screening program.

SCHOOL PROCEDURES

Fire Alarm Procedures

When the fire alarm sounds, students are to leave the building by the appointed exit as directed. Students should continue moving away from the building until instructed by staff to stop. Students should return to the building only at the direction of a staff member. If circumstances warrant, students may be moved to emergency evacuation sites at Gloria Dei Lutheran Church and Herrick Middle School. Students will proceed to the appropriate site at the direction of staff members and must remain under adult supervision until directed otherwise. Any student sounding false fire alarms will be suspended from school for 10 days, arrested, and may be recommended for expulsion.

Severe Weather and Tornado Procedures

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

Lockdown

In the event of an emergency, procedures are in place to insure staff and student safety. In the event of a lockdown situation, an announcement will be made. Students in common areas will report to the nearest classroom. All Students shall remain in the classroom and follow staff directions.

Bus Transportation

Bus transportation is provided by the Board of Education for students who live more than 1.5 miles from school. Bus schedules are available at registration. Communication regarding bus service should be directed to the Associate Principal's office (630-795-8414). Specific bus routes operate morning and afternoon. Students enroute to or from school are considered in school and all school rules are in effect. Appropriate conduct is expected and infractions will be reported to the dean. Smoking or possession of tobacco is not allowed on the bus. The drivers are considered part of the school staff, and students are expected to be respectful to them. Vandalism of bus seats and other First Student property will result in financial assessment and disciplinary action. School buses may be equipped with cameras and school personnel may review tapes when investigating discipline incidents. **STUDENTS ARE EXPECTED TO DISPLAY ID CARDS WHEN BOARDING BUSES. FAILURE TO ADHERE TO THESE RULES WILL MEAN SUSPENSION OF BUS PRIVILEGES, SUSPENSION FROM SCHOOL, OR BOTH.**

Parking

District 99 provides bus transportation for all students who meet the state guidelines. Limited automobile parking for senior students is available. Parking space is limited, parking permits cannot be guaranteed. Senior students who have a particular need to drive may complete an application for a parking permit. See Deans Office for the cost of a parking permit. An application must be submitted for a student parking permit. Applications can be obtained from the Deans Office. Since bus transportation is provided to Technology Center of DuPage, students are not permitted to drive to Technology Center of DuPage. The priority order for issuing parking permits will be:

- Students enrolled in the North High School Work Experience Program
- Early Bird Class
- Introduction to Teaching Program
- Special medical situations (by special request).
- Seniors in Good Standing
- Temporary parking may be issued for medical or other emergency situations (case by case consideration)

Bicycle Racks are provided on the south side of the building near the Forest Street entrance and at Main Street by the north drive. Bicycles chained to posts, trees or parked in other areas on school property may be removed.

Emergency Closing Information

Emergency school closings may be necessitated by inclement weather, power outages, loss of water, or other hazardous conditions. Decisions regarding emergency closings will be made by 6:00 a.m. when possible. The school district will notify families of school closings in several ways.

First, a personal message via VoiceReach will be broadcast quickly to your home phone number informing you of the closing. The message can be received by live answer, voicemail, or answering machine.

Second, the school district informs the Chicagoland Computerized Emergency Closing Center, which notifies the following radio and TV stations. (The frequency with which closings are read is at the discretion of the local stations.)
 AM Radio: WGN 720; WBBM 780 TV Stations: CBS TV Channel 2; NBC TV Channel 5; ABC TV Channel 7; WGN TV Channel 9; FOX Channel 32; CLTV News

Third, inquiries can be made locally to the following:
District 99 Web Page

-www.csd99.org
- Downers Grove Cable TV Station.....Channel 21
- School SwitchboardsNorth High – 630-795-8400
-South High – 630-795-8500

SCHOOL POLICY

Title IX and Section 504 Rehabilitation Act of 1973

All students and parents of Community High School District 99 are advised that District 99 provides equal education opportunities to students regardless of

race, color, national origin, age, sex, religion or handicap. Questions in reference to the provision of equal educational opportunities should be directed to the Assistant Principal for Student Services, Community High School District 99 North, 4436 Main Street, Downers Grove, Illinois 60515. Phone (630)795-8400.

Racial, Religious, and Sexual Bias Philosophical Position

In the course of education, a student acquires more than skills and knowledge. He or she also finds and continues to modify his or her self-image, and shapes attitudes toward other persons, races, religions, and cultures. To be sure, the school experience is not the only force that molds self-images and attitudes towards others. But to the extent that school does exert this influence, it is essential that the materials it provides promote in the student not only a self-image deeply rooted in a sense of personal dignity, but also the development of attitudes grounded in respect for and understanding of the diversity of American society. The accomplishment of these ends is a responsibility and obligation for all. Guideline Statements

1. It is the intent of this school to treat all students in ways which are free of racial, religious, or sexual bias in teaching, co-curricular programs, and in the provision of instructional materials.
2. Sexism is anything that limits a person's role in life according to gender (other than reproduction). Often it takes the form of assigning girls and women to subordinate passive roles, limiting their participation in the areas most valued intellectually and economically in our society, and reinforcing dominant roles and activities outside the home for men and boys.
3. Racism is anything that assigns to people of inferior or limited role based on ethnic or national origin, race, religion, or skin color, with the assumption that these characteristics are related to a person's capacities and behavior. The glorification of one race over others, or the consistent omission of certain races, is also racist.
4. Teachers are expected to refrain from imposing their own religious or nonreligious beliefs on others. The emphasizing of one set of religious beliefs over others, or the consistent omission of certain sets of religious beliefs, constitutes religious bias.
5. In teaching or instructional materials, problems of racism, religious bias, or sexism can occur when actions or achievements of selected races, religions, and one sex are omitted, when any race religion, or one sex is demeaned by using patronizing language, or when any one race, religious preference, or one sex is shown in stereotyped roles with limited interest and abilities.
6. We must be sensitive to all text and art materials that generalize about people on the basis of irrelevant characteristics, such as physical appearance, monetary status, age, or special abilities.
7. All teachers should be alert to observe instances of sexism, racism, or religious bias in any instructional materials, utilized in Community High School District 99 North classrooms

8. In any instructional materials where sexism, racism, or religious bias is noted, teachers should call attention to it in an appropriate manner and thus alert students to the problem and hopefully counteract any possible negative effects such materials might produce.

9. Any instructional materials which are deemed to be predominantly or blatantly sexist, racist, or religiously biased should be referred to the department head for appropriate action. Such action might include: the establishing of a review committee; recommendation to discard the material; recommendations to prepare materials to counteract the problems; possible notification of all staff using such materials; possible communication directly with the publisher for correction/elimination of undesirable material in future editions, etc.

10. It is the intent of Community High School District 99 North to have all staff members actively working toward the goal of eliminating stereotype of any kind.

11. School sponsored programs, classroom activities, individual or group student projects, bulletin board displays, etc., should be as free of racial, religious, or sexual bias as is practical. Special attention should be given to avoid restricting students occupationally or psychologically by placing overt or implied racial, religious, or sexual labels on jobs or professions.

12. Students are to be encouraged to pursue their own legitimate interests and to seek their own identities, regardless of race, religion, or gender.

Sex Equity

The Board of Education of Community High School District 99 prohibits sexual discrimination in all of the programs, services, and activities which it provides for students. The Board of Education believes that implementing a formal policy of nondiscrimination will improve the quality of educational programs and services available to students by focusing attention upon the opportunity for all students, regardless of gender, to participate in all programs and services. Specifically, District 99 shall not illegally discriminate on the basis of sex, marital status, parental status, or pregnancy, in programs or activities supported by school funds or using district facilities.

District 99 assures that students will not be subjected to sexual harassment or intimidation by any school employee, by other students, or by the effect of any school policy or practice. Board policies which have the effect of illegally discriminating on the basis of sex, or of permitting sexual harassment or sexual intimidation must be interpreted and applied in conformity with this policy of nondiscrimination to eliminate discriminatory effects.

Asbestos Notification

In accordance with State and Federal laws pertaining to asbestos in public schools, you are hereby notified that the school buildings of Community High School District 99, DuPage County, Illinois, contain asbestos building materials. The District has completed a multi-year program to remove friable asbestos containing materials from its buildings. Some nonfriable asbestos containing materials remain in the District's buildings. An Asbestos Hazard Emergency Response Act (AHERA) report and an Operations & Maintenance Program (O&M) manual are available for review.

For more information contact:
Asbestos Coordinator Designated Person
Director Physical Plant and Operations
Community High School District 99

Lawn Maintenance Program

In order to maintain the quality of school grounds, District 99 occasionally uses lawn care products designed to control weeds and pests. State regulations require that the district notify interested employees and parents/guardians of students at least four business days prior to application of such products. Those interested in receiving written notification prior to product application should call the supervisor of buildings and grounds at 630-795-8416 to be placed on a mailing list.

Student Records

All student records will be handled in compliance with the Local Records Acts, 50 ILCS 105/1 et seq., the Illinois School Records Act, 105 ILCS 10/1 et seq., the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g and District 99 Policy 7.340.

Student records are any written document, or other recorded information, regardless of format, created or maintained by the School District, at the School District's direction, or by an employee of the School District, by which a student's identity can be discerned. School student records do not include writings or other recorded information maintained by an employee of the District for his or her exclusive use. The district maintains two types of school records for each student: permanent records and temporary records. These records may be integrated.

Temporary Records

This information includes all materials not contained in the permanent record and shall include: scores received on the state assessment tests administered in the elementary grades, disciplinary information (specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another), information provided under the Abused and Neglected Reporting Act including any final finding report received from Child Protective Service Unit, a completed home language survey, and a record of the release of information. A student's temporary record may also include: family background information, intelligence and aptitude scores, psychological reports, special education files, honors and activities, participation in extracurricular activities, teacher anecdotal records, and other verified reports and information of clear relevance to the student's education.

Permanent Records

This information includes the student's name, address, birth date and place, gender, the names and addresses of the student's parent(s)/guardian(s), records of release of information, academic transcript (including grades, class rank, graduation date, grade level achieved and scores on college entrance

examinations), attendance records, accident reports and health records, and scores received on the State assessment tests administered in grades 9-12.

Access to and Release of Records

The District shall grant access to student records as follows:

Neither the District nor any of its employees shall release, disclose, or grant access to any student record information except under the conditions set forth in the Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), or other applicable law.

The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such request. When the parent(s)/guardian(s) are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The cost of copying a student's records (not to exceed \$.35 per page) is to be incurred by the student or parent. NO student or parent/guardian shall be precluded from copying information because of financial hardship.

The above rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c., and 10/5a, and 750 ILCS 60/214 (b)(15)). Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent(s)/guardian(s) become exclusively those of the student. The School District may, however, disclose personally identifiable information to the parent(s)/guardian(s) of a student who is 18 years of age or older without the consent of that student if that student is a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986.

Disclosure is permitted without consent to school officials with a legitimate educational or administrative interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff) a person serving on the School Board, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or any parent(s)/guardian(s) 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 educational record in order to fulfill his or her professional responsibility

Students' records will be released to an official records custodian of another school in which the student has enrolled or intends to enroll upon request of the student's new school provided that the parent receives prior written notice (which may include newspaper publication) of the nature and substance of the information proposed to be released and an opportunity to inspect, copy, and/or challenge such records. A student's records shall be released pursuant to a court order, provided that the parents are given prompt written notice of the nature and substance of the information proposed to be released pursuant to the court order and an opportunity to inspect, copy, and/or challenge the records.

The District shall grant access to, or release information from student records, to juvenile authorities, as defined under Section 10/6(a)(6.5) or ISSRA, when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. The District shall grant access to, or release information from student records to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member as provided under Section 10/6(a)(10) of ISSRA. Student records may be made available to persons without parental consent or notification for the purpose of research, statistical reporting, or planning, provided that: 1) no student or parent can personally be identified from the information released, and 2) the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The building principal or designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify students who have reached the age of 18 or the parent(s)/guardian(s) of students under 18 years of age as soon as possible of the information released, the date of the release, the person, agency or organization to which the release was made, and the purpose of the release.

The District shall grant access to, or release information from, student records to any person possessing a written dated consent, signed by those students who have reached the age of 18 ("eligible student") or the parent(s)/guardian(s) of students under 18 years of age stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District receives the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records

Directory Information

The District may release certain directory information regarding students, except that parent(s)/guardian(s) have the right to prohibit the release of such information concerning the parent's/guardian's child. Directory information shall be limited to: Name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses, academic awards, degrees and honors, information in relation to school-sponsored activities/organizations/athletics, major field of study and period of attendance in school.

Upon their request, military recruiters and institutions of higher learning shall have access to students' names, addresses, and telephone listings, unless an objection is made by an eligible student or the student's parent(s)/guardians(s).

Parent(s)/guardian(s) and students have the right to request that military recruiters or institutions of higher learning not be granted access to a secondary school student's name, address, and telephone number without prior written consent. Parent(s)/guardian(s) or eligible students may prohibit the release of any or all directory information, including students' names, addresses, and telephone listings as described above, by submitting a signed Release of Student Directory Information form to the school office. This form need not be renewed annually, but may remain in effect throughout the student's career at District 99.

Challenge of Information

Students of the age of 18 and parents/guardians of students under the age of 18 have the right to challenge the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper. Parents can challenge the accuracy, relevance or propriety of the contents of records with the exception of: Academic grades; and References to expulsions or out-of-school suspensions if the challenge is made at the time of the student's school records are being forwarded to another school to which the student is transferring. If upon inspection of a record a student or parent wishes to challenge the contents of the records, the following procedures should be followed: A request to challenge the contents of a record should be made in writing to the Assistant Principal of Student Support Services. This request should identify the specific entry or entries being challenged and the basis of the challenge. Within 15 school days of the request, the Assistant Principal of Student Support Services will hold an informal conference with the parents to attempt to resolve the challenge. If the challenge is not resolved at an informal level, a hearing may be requested. Students over the age of 18 or the parent(s)/guardian(s) of students under the age of 18 may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

MAINTENANCE AND DESTRUCTION OF RECORDS

Temporary Records – shall be maintained for not less than five (5) years after the student’s graduation, withdrawal, or transfer.

Permanent Records – shall be maintained for not less than sixty (60) years after the student’s graduation, withdrawal, or transfer.

Special Education – students may have those temporary records which may continue to be of assistance transferred to their custody after five (5) years.

Before any school student records are destroyed, students over 18 years of age and parent(s)/guardian(s) of students under 18 years of age shall have the right to copies of any school student records proposed to be destroyed or deleted. All school student records are destroyed in accordance with the requirements under the Local Records Act, FERPA, and ISSRA.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance, the securing of any information from a student’s temporary records which such individual may obtain through the exercise of any right secured under State law. Students over 18 years of age and parent(s)/guardian(s) of students under 18 years of age have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202-4605.

PROTECTION OF STUDENT PRIVACY

Social Networks

In accordance with Public Act 098-0129 (IL HB 64) schools may not require a student or his/her parent or guardian to provide password or other related account information in order to gain access to the student’s account or profile on a social networking website or to demand access in any manner to a student’s account or profile on a social networking website. This does not apply when a school has reasonable cause to believe that a student’s account on a social networking site contains evidence that the student has violated a school disciplinary rule or policy.

Third Party Student Surveys and Questionnaires

District 99 defines third party student surveys and questionnaires as those that are created by a person or entity other than a District 99 official, faculty member, or student. Third party student surveys and questionnaires shall be administered at the discretion of the Superintendent or designee only when such surveys serve to advance the District’s educational interests. Notice will be provided to parents prior to the administration of third party surveys or questionnaires and parents will, upon request, be permitted to read the survey or questionnaire within a reasonable period of time following their request.

Surveys Requesting Personal Information

No student shall be required as part of any District 99 program to submit a District 99 or third-party survey, analysis or evaluation that reveals the following information without prior written consent of the student's parent or guardian: Political affiliations or beliefs of the student or his/her parent or guardian; mental or psychological problems of a student or his/her family; behavior or attitudes about sex; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom students have close family relationships; legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents/guardians; or income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program). School staff shall not disclose the identity of any student who, upon written consent of the parent or guardian of the student, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information, and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable period of time following their request.

NOTICE TO PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school, because free transportation is not available for their children, may be eligible to receive money from the state to help offset some of the cost; for example, bus fares, or mileage reimbursement for private automobiles at .505 cents per mile. If you can answer yes to the following questions for the 2015-2016 school year, you may be eligible to receive reimbursement for providing such transportation.

Was the pupil under the age of 21 at the close of the school year?

Was the pupil a full-time student in grades kindergarten through 12?

Did the pupil either live 1 and 1/2 miles or more from school or live less than 1 and 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)

Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?

Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

Did the pupil not have access to transportation to and from school provided entirely at public expense?

Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to any of the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, 2016, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2016. In addition, parent(s)/guardian(s) who have pupils living less than 1 and 1/2 miles from the school attended must have already verified that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools' office for the county in which they live by February 1, 2016. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified.

If the safety hazard is approved, the parent/guardian must go to the school the pupil attended and submit claim information. Parents who received verification of a safety hazard during and after the 2007-2008 school year, whose children attend the same school, and live at the same address, do not have to reapply for safety hazard verification. Once all claim information is submitted to the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil b paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

ATHLETICS/ACTIVITIES

STATEMENT OF PHILOSOPHY SPORT IN AND EDUCATIONAL SETTING

Positive Experiences

Extra-Curricular activities in District 99 provide students with opportunities for success and UNFORGETTABLE MEMORIES. In the history of athletics/activities at District 99, there have been many outstanding programs and individuals. Many conference, district, regional, and sectional championships have been won. Many teams have been state place winners and many individuals have received recognition at the state and even national level. It is now time for you to add to this rich tradition. What legacy will you leave...as an individual...as a teammate? Welcome to District 99--one of the best programs in the state. Enjoy every minute of the experience because before you know it you will be an alumni wondering where the time went. While you are here remember our mantra—"good things happen to good people who work hard!"

Student Centered Extra-Curricular Program

Our program is student-centered and reflects that we maintain the proper perspective of extra-curricular in an educational setting. That means we emphasize the core values of our program above all other things. We seek to instill the values of hard work, discipline, team work, confidence, character, academic success, and love of the game. We teach these values as we prepare our students to win. We feel that if we focus on these values we will build people of character that will be prepared to succeed after high school in whatever life endeavors they choose to pursue.

Focusing on these values has also proven to bring us great success; a pleasant outcome of fulfilling the true purpose of activities in a school.

EXPECTATIONS AND RESPONSIBILITIES

Attendance

Students shall attend school daily and adhere to the specific attendance requirements for each activity/sport. We firmly believe that for students to attain their fullest potential, daily practice is essential. Non-attendance may result in a range of consequences from suspension from contests to dismissal from the team. Additionally, students shall NOT be allowed to participate in contests or practices unless they have attended at least a half a day of school (4 periods). Any special requests must be approved by Athletic Director or Associate Principal for Activities.

Academics

It is an Illinois statute that students meet academic requirements in order to be eligible for IHSA competition (No Pass, No Play). All athletes at District 99 must be passing five (5) classes (2.5 credit hours including P.E.). Initial eligibility shall be checked at the beginning of the semester. Any athlete who did NOT pass five classes shall be ruled ineligible for the entire next semester. Additionally, weekly grade checks shall take place while sports are in season. Athletes must pass five classes each week to be eligible to compete. Those NOT passing five classes shall be suspended for the entire following week. Thus, the grade report on Friday shall be applied to the following Monday-Saturday playing schedule. Athletes who are ineligible due to academics shall be expected to practice and follow all team rules as per the rules and guidelines outlined by each Head Coach.

Communication

As with everything we do, we believe in the primacy of “teachable moments.” When athletes are having an issue, we need to seize this opportunity to teach life skills to resolve conflict. Therefore, we expect athletes and parents to follow the “chain of command” when dealing with issues.

1. Athlete contacts the Coach
2. Athlete contacts the Head Coach
3. Parent contacts the Coach
4. Parent contacts the Athletic Department
5. Parent contacts Principal.

If these steps are followed, concerns shall be heard by the appropriate person in the proper venue and resolution will follow.

Exemption for Participation in Interscholastic Athletics (Board policy 6.50)

An eleventh or twelfth grade student enrolled in a District 99 school may request exemption from physical education activity if he/she is participating in interscholastic athletics. The decision to exempt will be made on a case by case basis and shall not be automatically renewed. A P.E. Exemption form (available in the athletic office) must be completed by the student and the

parent/guardian and submitted to the AD Office. A request for exemption from P.E. may be approved for one semester only, may be extended within the same school year pending verification of continued student eligibility. A student exempted from P.E. under the provisions of this policy must maintain a full schedule of classes during the entire period of the exemption. I understand that if a PE exemption is approved for participation in interscholastic athletics and I do not participate in the sports or if I drop out of the sport, I must re-enroll in a Physical Education class immediately. I also understand that it is my responsibility to initiate this action. If it is late enough in a semester where earning credit is not possible, I understand that I will be responsible for making up the PE credit in order to meet District 99 graduation requirements. Making up the PE credit may require changes in a student's schedule and loss of a scheduled course(s).

Athlete Code of Conduct

Application

1. This code shall apply year round to all students who participate in extra-curricular activities involving competition or public performance—it is not a seasonal code.
2. Violations are accumulated throughout a student's career at DISTRICT 99; thus the number of violations carryover from year to year as the athlete progresses from freshman to senior status.
3. Reports of Code violations shall be reviewed by administration.
4. Any violations of the Code should be reported to the administration immediately. Any extended time between the violation and the reporting may limit administrative ability to enforce the Code.
5. Students who violate the code must serve the penalties as outlined herein and/or complete prescribed programs as outlined prior to re-entry into extra-curricular activity.
6. While on suspension from an activity/sport, students must nevertheless practice, unless barred from practice as part of their disciplinary action, and follow all rules and regulations for the sport/activity if they intend to rejoin the team/squad.
7. Students who are serving a code violation consequence must complete their suspension during the season and finish the season in good standing. This means the suspension will not be declared served if the student quits the team or does not finish the season—even a partially served suspension.
8. If a Code suspension cannot be served in its entirety during a particular activity/sport, the remaining portion of the suspension shall continue to the next activity/sport season in which the student participates.
9. Failure to sign/accept the Code of Conduct does not exclude a student from being held accountable for the rules and regulations of this policy. Those choosing not to sign/accept the Code shall not be allowed to compete.

The Athlete Code of Conduct cannot anticipate every circumstance that may occur and, therefore, the District reserves the right to revise, supplement, deviate from or rescind any provision or portion of the Code from time to time as school administration deems appropriate in its sole and absolute discretion.

The District will endeavor to post the most current version of the Code on the athletic web site and also make copies available in the Athletic Office. It is the responsibility of the student/family to check for updates and be aware of revisions regardless of the sport season in which they are active.

Violations

The following rules apply regardless of whether the conduct occurs on or off school property; before, during or after school hours; and apply year round regardless of whether the student's sport or activity is in season or not:

- A. Students shall not possess, actively seek, solicit, sell, or be under the influence of tobacco, electronic smoking devices and products, alcohol, illegal drugs/controlled substances, look-alike drugs, steroids or other illegal performance enhancing drugs/supplements, or possess drug related paraphernalia.
- B. Students shall not attend or host a party primarily attended by students or for the benefit of students at which alcohol, tobacco, or any controlled substances are provided or at which the use of any such substances is permitted.
- C. Theft, possession of stolen property, or destruction of property.
- D. Hazing acts, initiations, or bullying (as outlined in appendix 1)
- E. Serious acts which are determined by the Administration to be detrimental to the individual, the coach, the team, or the school.
- F. Acts which violate the Student Handbook.

Consequences

The following consequences are guidelines which will be followed by the Athletic Director, Activities Director, or the Administration. Should such person or persons determine that the violation or violations committed are sufficiently serious to warrant such, any step may be omitted and any more serious consequence, up to and including permanent removal from athletics/activities, may be imposed.

1st Offense:

The student shall lose eligibility for upcoming interscholastic contests or public performances totaling 25% of the total schedule. In cases of tobacco, alcohol, or drugs, a reduction to 10% of the total schedule may be awarded should a substance assessment and intervention program* be completed through the Student Assistance Coordinator. Programs must be approved by the Student Assistance Coordinator and all costs incurred are the responsibility of the student and his/her family. Please see below for specific regulations regarding the reduction option.

2nd Offense:

The student shall lose eligibility for the next interscholastic contests or public performances the equivalent of one full season. The exact amount shall depend upon the activity in which the student has or shall be participating.

3rd Offense:

The student shall be permanently suspended from participation in extra-

curricular activities for the remainder of their high school career. The student may appeal the Principal in writing for reinstatement after one calendar year.

*Programs must be approved by the Student Assistance Coordinator OR Athletic Director, Activities Director, or Principal and all costs incurred are the responsibility of the student and his/her family. The assessment must occur within 10 business days of the first consultation with the Student Assistance Coordinator. If a program is recommended by the assessor, the student/family are responsible for submitting written proof of registration to that program within 5 business days of that recommendation to the appropriate school Administrator. Failure to comply with these deadlines will result in the full 25% suspension being reinstated.

Students may participate in contests/performances while completing the recommended program from the assessor. Written notification of completion of the program must be presented to the Administration within 10 business days of the concluding date of the program as outlined in the initial enrollment in the program.

Voluntary Admission for Violations A and B

The purpose of this provision is to allow the student to seek help and be accountable for their decisions. At any time, the student may voluntarily admit a personal code violation prior to school official's knowledge. In these cases, the student may continue uninterrupted eligibility when it is verified that enrollment in and continuing participation is taking place in a school recognized substance assessment and intervention program. Programs must be approved by the Student Assistance Coordinator OR Athletic Director, Activities Director, or Principal and all costs incurred are the responsibility of the student and his/her family. The voluntary admission will be counted as one code violation. Voluntary admission may be used by a student one time during high school. All evaluations and treatments will be at the parent/student expense. Voluntary admission cannot be used for cases in which there was an arrest or other official documentation filed. Administration reserves the right to nullify the application of this provision if violations are of such a serious nature and are determined to be detrimental to the student, the team, or the school.

HAZING

It is the policy of Community High School District 99 (7.180) that no student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing.

Hazing is an act that subjects a student to electronic, written, physical, or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual student or group of students for the purpose of initiation, maintaining membership, or holding office in any organization, club, or athletic team.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as:

- whipping;
- beating;

- branding;
- forced calisthenics;
- exposure to the elements;
- forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance;
- or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as:

- prolonged sleep deprivation,
- forced prolonged exclusion from social contact which could result in extreme embarrassment,
- or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Examples of behavior that could be considered hazing include being forced to:

1. Destroy or steal property.
2. Be tied up, taped or confined in a small space.
3. Be paddled, whipped, beaten, kicked or beat up others.
4. Do embarrassing, painful or dangerous acts.
5. Be kidnapped or transported and abandoned.
6. Consume spicy or disgusting concoctions.
7. Be deprived of sleep, food or hygiene.
8. Engage in or simulate sexual acts.
9. Participate in drinking contests.
10. Be tattooed or pierced

Hazing Complaint Procedure Complaints

A student who feels that he or she has been bullied, hazed, harassed, or cyber bullied should inform a School District staff member. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy.

More Information and examples of hazing can be obtained at: Stophazing.org

CLUBS AND ORGANIZATIONS

A current list of clubs and sponsors is available in the Student Activities Office and on the Student Activities Website.

ATTENDANCE

Student Attendance

The Illinois School code (105 ILCS 5/26-2a) defines a chronic or habitual truant as, “a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular days.”

Daily attendance is one of the most important factors affecting school achievement. Research indicates that student attendance is highly correlated with success in school. Time missed from the classroom, where students and teachers interact can never truly be made up, even by doing “makeup” work. District 99 has developed the following attendance policies and procedures to emphasize the necessity for students to be in attendance at school where they can maximize their learning opportunities. Ensuring regular school attendance requires a cooperative effort by the parent(s) or guardian(s) and school personnel.

- District 99 attendance policies and procedures have the following goals:
- Improve overall student attendance;
- Maximize student academic success through policies/procedures that encourage daily attendance in the district;
- Encourage a cooperative effort between families and the school in order to maximize student attendance;
- Uphold/enforce the Illinois School Code regarding attendance; and
- Place accountability for attendance with the student and the parents.

Specific Attendance Procedures

For the purposes of this policy, the term absence means “not being in attendance at school for all or a portion of a school day.” Absences will be classified as excused or unexcused. All excused absences must be verified by a telephone call to the attendance office (630-795-8450) from a parent or guardian by 12:00 noon of the day of the absence.

Excused absences:

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

- Illness
- Death in the immediate family
- Family emergency
- Court appearance
- Observance of religious holiday
- College visits – with appropriate documentation

- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as approved by the Principal or Superintendent. Please note – Family vacations are discouraged during the school year due to the impact on student learning. Students requesting excused absences for a family vacation must receive approval from the administration and submit a completed planned absence form at least one week in advance of the vacation. These forms are available in the Dean’s Office.

Unexcused absences: An absence without valid cause, class cut, or an absence without a telephone call to the attendance office verifying the absence will be considered unexcused. Disciplinary consequences may be assigned for an unexcused absence and a student may also be issued a Downers Grove Truancy Ticket by the Downers Grove Police Department.

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

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

Procedure for excusing student absences:

Parents verify a valid excused student absence by telephoning the Attendance Office at 630-795-8450. After the sixth excused absence in a semester, parents will be asked to provide supporting documentation about the nature of the absence if they have not previously done so. Common forms of documentation are a doctor’s note, court papers, and college visit forms. The doctor’s note must be the original, legible copy, on physician’s stationery signed by the doctor or nurse, and presented to the Attendance Office upon the student’s return. The note must state the date(s) the student was not able to attend school. If documentation is needed, parents should provide documentation within 72 hours of the student’s return to school.

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

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

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

Pre-Arranged Absences and Leaving School During the School Day

Doctor's appointments and planned absences must be reported at least one week in advance. Requests for planned absences of more than one day must be submitted for approval, using the "Planned Absence Request" forms available in the Attendance Office. All absences should be for valid reasons. District 99 strongly discourages vacations during school time. Absences will be considered unexcused if the student has accumulated 6 undocumented absences in the semester. Missed homework should be done in advance of leaving or arranged to the satisfaction of the teacher. It is the student's responsibility to arrange for and complete the work. The school assumes NO responsibility for work missed on planned absences. Parents are encouraged to make medical and dental appointments outside the school day. Students are expected to remain on campus throughout the school day. To leave school before the completion of the school day, students must have parent permission, which must be communicated to the Attendance Office. Students must sign out in the Attendance Office and will be issued a Permit to Leave. Upon return, students must report to the Attendance Office, sign in, and receive a pass to class. If you do not have a permit to leave or your parent calls after you leave, your absence will not be excused and you will be subject to disciplinary action. Students whose parent(s) do not call on the date of the absence must report to the Attendance Office to obtain an "Admit to Class."

Tardy Policy

Students who are not in the room when the bell rings will be considered tardy. Tardy students must provide a pass upon arrival to class. Tardy passes can be obtained by a mobile swipe station or the Attendance Office. Tardies are cumulative throughout the semester. Consequences for tardiness may be assigned according to the following schedule:

- Tardy 10-14 = 1 hour detention on each occurrence
- Tardy 15-19 = 2 hour detentions on each occurrence
- Tardy 20+ = 4 hours of detentions on each occurrence

DISCIPLINE

The School Campus for Purpose of Disciplinary Action

The area bounded by the streets of Sherman, Highland, Lincoln, and Saratoga have been designated as part of the high school campus for purposes of enforcement of student disciplinary rules. Students in these extended campus areas will not be supervised unless they are engaged in a school sponsored activity, but inspection and observation of these areas will take place periodically for purposes of enforcement of school rules. Particular attention will be paid to violations relating to smoking, fights, substance abuse, gang related activities and truancy from school.

Chronic Violations of the North High Discipline Code

Students are expected to comply with the behavior guidelines that are clearly articulated in the Discipline Procedures section of this handbook/planner. District 99 finds 30 hours of Deans' Detention time in a school year to be excessive. Every offense calling for a Deans' Detention thereafter will be considered serious and may lead to one of the following consequences:

- 1) Probationary Contract;
- 2.) Social Probation Contract;
- 3.) Alternative Interventions

DISCIPLINE PROCEDURES

I. STUDENT DISCIPLINE POLICY

District 99 believes that a basic essential to the educational process is maintenance of an environment that is conducive to learning. District 99 accepts its responsibility to strive to provide its students with an environment where learning can take place and where the rights and privileges of all members of the school community can be protected.

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive way. Serious violations of the discipline code will be dealt with by the dean. Disciplinary action may range from a warning, detention, Saturday detention, In School Intervention, suspension from school, alternative school placement, and expulsion from school. An arrest or other police consequence by the Downers Grove Police or other law enforcement agency may also take place. Progressive discipline will usually be administered when a student repeatedly violates school expectations. (See Section III.) Expulsion by the District 99 School Board may be considered a viable option in maintaining student discipline. Parents are informed of major or serious disciplinary action, as well as the procedure for due process appeals. As referenced in Board of Education Policies 7.190, the following discipline procedures apply to behavior which occurs on school grounds, at school-sponsored activities, in connection with student transportation, on public or private property adjacent to school grounds as identified by the Superintendent or the building Principal as property on which student activities have a reasonable relationship to school or at any place where the misconduct has a reasonable relationship to school.

It is the intent of these discipline procedures to articulate clearly the expectations for student behavior in District 99 high schools. In general, students are expected to comply with the following responsibilities and expectations. In addition, the principal has the authority to establish additional rules and regulations at their discretion in order to maintain a safe learning environment. Also, the disciplinary consequences set forth in this Code are

guidelines only and more or less severe action may be taken by school officials or the Board of Education where appropriate.

II. SPECIFIC ROLES OF SCHOOL STAFF REGARDING DISCIPLINE:

All faculty and school staff assists with the maintenance of a safe and orderly school environment. However, there are certain staff that have specific roles in this regard.

DEANS: Deans handle behavioral and attendance issues, and work as a team with all faculty and staff to promote a safe and orderly environment. Deans are specifically assigned to work with students within a particular segment of the alphabet.

SCHOOL RESOURCE OFFICERS: Police officers from the Villages of Downers Grove and/or Woodridge are assigned to our high schools to promote personal relationships between law enforcement personnel and the youth of our community. They are certified juvenile officers, and they work in our schools in a plain clothes fashion in several roles: as a law enforcement officer, a law related counselor, and a law related teacher, as well as the maintenance of safety and discipline in the schools. They work under the same standards as school personnel. They may search students if reasonable suspicion exists and interview them when needed. Parental consent is not required.

STUDENT/CAMPUS SUPERVISORS: Student supervisors assist with overall campus security. They generally work with the deans, administration and other staff to monitor student behavior, greet and screen visitors, supervise study halls and help enforce parking regulations.

III. GENERAL EXPECTATIONS FOR STUDENT BEHAVIOR

- A. Maintain regular daily attendance.
- B. Be on time to all classes.
- C. Conduct yourself in a manner which reflects courtesy, decency, and sensitivity to the rights and needs of others.
- D. Refrain from loud noises or conversations that are disruptive to the educational environment of our building.
 - E. Respond courteously and promptly to instructions provided by faculty and staff.
- F. Help keep our school clean. All food and/or beverage containers must be thrown away in appropriate receptacles.
- G. No consumption of food in the halls.
- H. Follow school regulations and procedures. If you have questions ask a staff member for assistance.
- I. Students shall vacate the building by 3:35 p.m. unless participating in a school sponsored activity or meeting an appointment for school related purposes.
 - J. No running; pushing, shoving, or other horseplay.
 - K. Students must carry their student identification cards at all times.
 - L. Students must sign out in the attendance/deans office prior to leaving school for any reason during the school day.

IV. SPECIFIC EXPECTATIONS FOR STUDENT BEHAVIOR

A. DRESS GUIDELINES (see A28)

It is the philosophy of Community High School District 99 that the primary responsibility for student dress rests with the parents and students as long as such dress and grooming do not present a health or safety hazard or disrupt the educational process.

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

1. Extreme clothing is distracting to the educational process.
2. Safety must be a concern - all-metal belts or metal chains are not allowed on school premises.
Modesty is always appropriate. Students are to wear garments with appropriate coverage shoulder to mid-thigh. For example, exposed underwear, exposed midriffs, low cut tops, tube tops, spaghetti straps, loose fitting tank tops, one-shoulder tops or halter-tops, sagging pants, and exposed undergarments, are considered inappropriate.
3. Clothing should not bear symbols or insignias of unacceptable items; including but not limited to weapons, gang symbols, alcohol, drugs, cigarettes, vulgar language, sexual innuendoes, or other symbols or messages that contradict the educational mission of the district or violate the rights of others. There may be no reference to cults, satanic groups, or gangs, including, but not limited to items worn on one side of the body, bandannas, head coverings, mismatched shoelaces, shaved eyebrows, or scarves. Students may not wear rubber bands around the bottom of their pant legs.
 4. Specialized areas may require special safety and/or health protection, e.g. no jewelry in physical education class.
 5. Hats, hoods, sunglasses, gloves, and outerwear coats are not considered appropriate for wearing within the school building. Except during sporting events, hats, other head coverings and outerwear coats are to be removed upon entering the building and placed in the locker during the school day. Students who must cover their head or observe other dress requirements as part of their religious observance may be exempt from this requirement.
 6. Jewelry: District 99 maintains the right to limit the wearing of jewelry when students are engaged in activities in which jewelry may pose a danger or distraction. Teachers may require students to remove watches, necklaces, hooped jewelry, and any form of dangling jewelry when students are engaged in learning activities in which jewelry poses an inherent danger, distraction or safety risk to either the student wearing the jewelry or to other students in the class. Such learning activities typically occur in physical education, industrial technology, science, and art classes although this provision may be applicable from time to time in other classes and school situations.

In all physical education classes in which students are dressed for physical education, all jewelry described in the above paragraph must be removed. If in the teacher's judgment the use of jewelry described above or student jewelry poses an inherent danger, the teacher may require that the student remove the jewelry.

Students who do not comply with these guidelines may be subject to disciplinary action.

B. FIGHTING

Fighting in school cannot be tolerated. When such an event happens, a thorough investigation of the activity is conducted by the administration and discipline is usually issued to all participants. Unfortunately, such events are usually not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of many circumstances and verbal exchanges. Those students who verbally provoke a fight, or who do not disperse when directed to do so, will be subject to disciplinary actions. Failure to disengage from a fight when instructed to do so, or attempting to reengage when separated, will result in additional consequences.

All students are cautioned to conduct themselves in their relations with fellow students so that such relationships do not result in a fight. If you are approached by another student who threatens you and wants to fight, simply

tell the nearest teacher or go directly to the Student Personnel Office/Dean's Office.

Do not involve yourself in a fight; you will be suspended, arrested, and possibly expelled from school if you do.

C. SMOKING/USE OR POSSESSION OF TOBACCO

Smoking, possession of tobacco or electronic cigarettes is not/are not permitted on school grounds. Students are not permitted to possess or use tobacco or electronic cigarettes anywhere in the school building, on the school grounds, or at any school-sponsored functions. This includes students who leave campus for the purpose of smoking and then return to campus. Violation of this rule will result in disciplinary action (see B2 in the category B offenses chart). Students also are not allowed to possess or use tobacco or electronic cigarettes at activities such as athletic events, plays, dances, and other social gatherings. The possession or use of tobacco or electronic cigarettes by students is also forbidden on field trips and activities sponsored by other schools in which students participate officially. In addition, use or possession of tobacco by a minor is a violation of Downers Grove Village ordinance, and will be dealt with accordingly.

D. ALCOHOL AND OTHER DRUGS

All prescription or non-prescription drugs or nutritional supplements used in school must be taken under the supervision of the school nurse in the nurse's office. Unique circumstances or specialized needs must be discussed and approved by the school nurse. Per State regulation, asthma medication may be carried by students throughout the school day with appropriate permission and authorization by the parent, physician and school nurse.

Aside from being illegal for high school students, the use of alcohol and other drugs and the possession of drug paraphernalia will not be tolerated. If a student possesses drug paraphernalia or uses, possesses or is under the influence of any illegal or controlled substance, including alcohol, unlawful drugs, "look-alike" drugs or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state, the student will be subject to immediate suspension and/or expulsion (See Code item B11). Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, abnormal vital signs taken by a school official or dilated pupils. A student associated in any way with these substances or paraphernalia will be referred to the appropriate law enforcement authorities. The student may also be recommended for participation in programs and services as provided by or referred through the Student Assistance Program.

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

E. SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature. Sexual harassment should be reported to your dean, counselor, or social worker. It will be investigated and may result in disciplinary action. Sexual harassment, as defined above, may include, but is not necessarily limited to:

1. Uninvited sexually oriented verbal “kidding,” or demeaning sexual innuendoes, leers, gestures, exposing oneself, teasing, jokes, and remarks or questions of a sexual nature.
2. Unwelcome touching, such as patting, pinching, or brushing against another student; or
3. Suggesting or demanding unwelcome sexual involvement whether or not accompanied by implied or explicit threats.
4. Suggestive drawings, writings, or other forms of non-verbal expression.

F. TELECOMMUNICATION DEVICES (SMART PHONES/ CELL PHONES)

Smart phones/Cell phones may be used while students are assigned to be in the cafeteria and in the hallways during passing periods. Smart phones/Cell phones can only be used in instructional settings under the supervision and approval of the teacher/staff member. Students must be able to hear and respond to any communication from a staff member. All liability for loss or theft rests with the student. Using cellular telephone cameras or any other electronic or photographic devices to take or transmit pictures during the school day without school authorization is prohibited. In accordance with Illinois School code 105 ILCS5/10-22.6 a student may be suspended or expelled for electronic misconduct and certain types of threats made on Internet websites. Specifically, discipline may be imposed for an online threat if (1) the threat is an “explicit” threat against a school employee, a student, or any school-related personnel; (2) the threat was made on an Internet website 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 (3) the threat reasonably could be interpreted to threaten the safety and security of the target of the threat because of his or her duties or status as an employee of the school district or as a student of the school.

Misuse of telecommunication devices will result in disciplinary action (see code violation A8 and A30 in the Category A offenses chart).

G. SKATEBOARDS/ROLLER BLADES/SCOOTERS/HOVERBOARDS

Due to the inherent dangers to the user and pedestrian, skateboards, roller blades, scooters, or **hover boards** are not permitted to be used on school grounds. Any student found using a skateboard/roller blades/scooter on school grounds may be referred to their dean for disciplinary action.

H. LIGHTERS AND MATCHES

Any student found in possession of a lighter or matches will have them confiscated and receive disciplinary consequences.

I. GANGS/CULTS/UNAUTHORIZED CLUBS OR SOCIETIES

Gangs, cults, and secret societies are prohibited in public schools and adverse to the best interests of Community High School District 99. These organizations and their related activities substantially disrupt and materially interfere with the district’s educational process and programs. A gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. It shall be deemed an act of gross disobedience or misconduct for any student to solicit any student to join, promise to join, become a member of, or engage in the activities of a gang, unauthorized club, cult, or secret society in a public school.

The following behavior committed by a student constitutes gross disobedience or misconduct:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, or other item which is evidence of membership in a gang, cult, unauthorized club, or secret society; including, but not limited to items worn on one side of the body, bandannas, head coverings, mismatched shoelaces, shaved eyebrows, or scarves;
 - committing any act or using speech that shows membership or affiliation in a gang, cult, unauthorized club, or secret society;
 - using any speech or committing any act in furtherance of the interests of any gang or gangs activity, including, but not limited to:
- requesting any person to pay protection or otherwise intimidating or threatening any person,
 - committing any other illegal act or other violation of school district policy,
 - acting or inciting other students to act with physical violence upon any other persons or property, or,
 - causing graffiti to be exhibited on school property and/or personal property (e.g. notebooks), including graffiti intending to denote gang members' territory.

J. USE OF TECHNOLOGY

Section 1. User Conduct

Guidelines for the use of technology described in these Regulations apply to all users, including students and employees. These guidelines are not all-inclusive. A user who commits any act of misconduct, which is not specified, may also be subject to disciplinary action. Disciplinary actions are consistent with District and school policies governing behavior for students and employees.

Section 2. No Expectation of Privacy

The District's electronic network is part of the curriculum and not a forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Section 3. User's Responsibilities

The use of technology is a privilege which carries with it responsibilities. The technology user is expected to abide by District policies and rules of behavior. These guidelines are provided so that users are aware of the responsibilities that the use of technology places upon them.

Users are responsible for their behavior and any materials, which they view, download, and/or produce. All users conduct themselves as responsible individuals and socially responsible citizens.

These guidelines for acceptable use of District 99 technology are as comprehensive as possible, but are not exhaustive. As this document is non-exclusive, it does not grant license to misuse technology privileges in a way not expressly prohibited within. The rapid growth of technology requires us to continually recognize and address new potentials for misuse; the administration reserves the right to adjust these guidelines as necessary.

- Users understand that District 99 technology exists solely for the purpose of supporting teaching and learning, and its use must be consistent with the mission and goals of the District. All unrelated, questionable or inappropriate usage, whether expressly identified in

this document or not, will be investigated and may be subject to disciplinary action. Illegal activities involving use of District technology will result in referral to District and/or law enforcement authorities.

General Technology Usage

While using District 99 technology, users will:

- Use all technology for only District purposes and activities.
- Not use technology for activities that are illegal, for personal business, or financial gain.
- Never modify hardware, software, network, and system or program settings without the express permission of building technology administration.
- Not purposefully damage, mark, deface, disassemble, reconfigure, or do anything else to District technology resources that would potentially have a negative impact on District technology hardware or software operations.
- Not knowingly create, install or spread computer viruses, or other program code designed to self-replicate, damage or otherwise hinder the operation of District technology resources.
- Load only data-type files from home or other sources to their District network account, where said files are specifically required for a District project or activity, with permission from a supervising staff member or building technology administration.
- Never load software, applets, batch files, or any other non-data type file on any District computer without express permission of building technology administration.
- Never load files of any kind directly to the local hard drive of a District computer, including the “Desktop” and “My Documents” folders, without express permission of building technology administration.
- Not bring software, applets, batch files, or any other non-data type file into the District on portable electronic media (CD, memory stick, etc.) with the intention of executing the file on a District computer without actually installing it, without express permission of building technology administration.
- Not connect personally owned computing devices into the District network, neither wired nor wireless, without express permission of building technology administration.
- Use all technology in the manner for which it was designed, in the context of our educational setting.
- Not take home or remove technology equipment from its location without express permission of building technology administration.
- Not attempt to gain access to the network or technology resources if their access privileges have been suspended or revoked.
- Not copy software from a District computer for use on other computer, or outside our network, with express permission of building technology administration.
- Not copy software from a District computer for use on other computer, or outside our network, without express permission of building technology administration.
- Not waste computer resources by activities such as excessive printing and paper usage, inappropriate data file storage of non-school related information, or running programs/accessing Internet sites that cause undue stress on the network, as determined by the District.
- Understand that all electronic information stored on District 99 technology resources is property of the District and is not private. Users will further understand that all electronic information

is subject to review by authorized personnel, and any information relating to illegal activities will result in referral to District and law enforcement authorities.

Internet

While accessing Internet resources and tools using District 99 technology, users will:

- Not purposefully attempt to access Internet materials that would be considered obscene, pornographic, or otherwise harmful to minors.
- Respect and abide by all filters and restrictions in place to govern access to objectionable and inappropriate sites, as defined by the District.
- Understand that District Internet filters cannot always restrict all inappropriate and restricted content.
- Report inadvertent access to inappropriate materials to a supervising staff member and building technology administration.
- Not download electronic files of any kind without permission from building technology administration.
- Understand that many people share District Internet resources, and those high bandwidth activities, such as video/audio streaming and game-playing, are not permitted unless approved by a supervising staff member and building technology administration.
- Not purposefully attempt to access Internet materials or tools designed to circumvent computer security, mask identity, discover passwords, spread viruses, divulge or alter network information, remote control devices, or any such activity that is clearly outside the framework of reasonable use for teaching and learning.
- Not use the Internet for illegal activities, or for commercial use or profit.
- Adhere to the rules of copyright when posting, acquiring and sharing content.
- Not plagiarize when accessing electronically provided materials.
- Understand that all Internet activity is logged and monitored by the District. Illegal activities will result in referral to District and law enforcement authorities.
- Not access peer-to-peer file-sharing sites such as *Kazaa* or *Morpheus*.
- Not access social community sites providing access to blogs, forums, email, groups, games and other such resources. Sites such as *Myspace*, *Xanga*, and *Facebook* are just a few examples.
- Understand that the District uses a growing number of internal and externally provided Internet-based resources and tools, and the use of those District-sponsored tools, when used in conjunction with a school or district project, must comply with these acceptable use guidelines even when accessed from a computer outside the District.

Electronic Communication

While using District 99 technology for communication, users will:

- Use appropriate language and avoid offensive, abusive, obscene or inflammatory speech.
- Not harass, intimidate, or threaten others.
- Not attach or forward images or other files with content inappropriate for an educational setting.
- Communicate only with known parties.
- Not reveal personal information (address, phone number, etc.), or that of other students or colleagues, without their express permission.

- Not mask, alter or hide their identity, use another person's account, or otherwise misrepresent who they are.
- Only use authorized District-issued electronic mail accounts for all electronic correspondence initiated by or conducted with students.
- Treat all email communications as a direct reflection and representation of District 99, as we are clearly identified as the sending institution.
- Immediately report any suspicious or inappropriate electronic messages to a supervising staff member and building technology administration.
- Refrain from opening emails from unknown or suspicious sources. Such emails and their attachments are the primary source of computer viruses and should be treated with utmost caution.
- Not open an email attachment unless they are certain of the sender's identity and exact nature and quality of the attachment.
- Refrain from using chat rooms or other forms of direct electronic communication, unless said use is sponsored and granted by the District.
- Understand that all email is property of the District and is not private. All District email messages may be monitored and are subject to review by authorized personnel. Messages relating to illegal activities will result in referral to District and law enforcement authorities.
- Not read, delete, modify or copy the email of another user.
- Not send bulk and/or unsolicited email (SPAM).

Security

While using District 99 technology, a secure environment will be maintained. Users will:

- Not attempt to gain unauthorized access to any system resources, another user's account or information, or anything outside of what their own user account provides them access to.
- Not attempt to circumvent computer security, mask identity, discover passwords, spread viruses, divulge or alter network information, remote control devices, or any such activity that is clearly outside the framework of reasonable use for teaching and learning.
- Not use another user's account or login without their express permission.
- Only access, move, copy, modify or delete their own data files, and not those of other users.
- Keep their login and password private at all times.
- Immediately report any actual or suspected security violations to a supervising staff member and building technology administration. Users will refrain from telling anyone else about a security problem they discovered, both before and after they have reported it to a supervising staff member and building technology administration.
- Not enter restricted areas such as server rooms and wiring closets, without express permission of building technology administration.
- Immediately report any suspected breach of their password or account information to a supervising staff member and building technology administration.

Section 4. District's Responsibilities

District 99 will strive to provide equitable opportunities for the use of technology. The District reserves the right to log and monitor technology use, to restrict file space utilization by users, and to examine user files and materials

as needed. District 99 reserves the right to deny individual users access to specific technologies as a consequence of misuse.
District 99

- Will operate a technology protection measure (filter) on all computers with access to the Internet. This Internet filter system will be designed to restrict access to materials that are considered obscene, pornographic, or otherwise harmful to minors. The district recognizes, however, that filters cannot always restrict all inappropriate content
- Reserves the right to monitor and log student and staff Internet use through detailed records of site visits and activity, as well as close staff supervision.
- Reserves the right to monitor and log all electronic correspondence.
- Reserves the right to monitor all electronic information.
- will provide student electronic mail access for instructional purposes only, as requested by a classroom teacher.
- No technology is guaranteed to be error-free and totally dependable. The District cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. The District cannot be held accountable for information that is retrieved through technology.

Section 5. Disciplinary Action

Violations of these guidelines and/or District policy will be dealt with seriously. Consequences may include but are not limited to the loss of access to technology, and suspension or expulsion from school for students. Users are subject to additional consequences as spelled out in the District's policies and regulations, including those governing technology, and student behavior. Illegal activities involving technology will result in referral to District and law enforcement authorities.

Minimum Action:

- Staff/user conference or reprimand.

Additional Actions as Deemed Appropriate:

- Staff/parent contact for student misuse.
- Loss of access to specific technology and/or designated area for a minimum of three days and up to two weeks. Multiple infractions or egregious misuse may result in extended loss of privileges.
- Confiscation of inappropriate item(s).
- Restitution/restoration.
- Administrative and/or Board of Education action, including serious consequences such as suspension/expulsion.
- Repeated violations may warrant permanent loss of use privileges.

In accordance with Illinois School code 105 ILCS5/10-22.6 a student may be suspended or expelled for electronic misconduct and certain types of threats made on Internet websites. Specifically, discipline may be imposed for an online threat if (1) the threat is an "explicit" threat against a school employee, a student, or any school-related personnel; (2) the threat was made on an Internet website 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 (3) the threat reasonably could be interpreted to threaten the safety and security of the target of the threat because of his or her duties or status as an employee of the school district or as a student of the school.

K. ACADEMIC DISHONESTY/CHEATING

Academic dishonesty/cheating occurs when a student copies or allows another student to copy work, obtains or gives aid on an assessment, shares answers, plagiarizes another's work, or seeks credit for work that is not the student's own. Examples of academic dishonesty/cheating include, but are not limited to:

- Copying answers from another student's test/helping another student copy your answers during a test.
- Sharing/using information given by another student about the content of an upcoming test.
- Turning in another person's research project as one's own.
- Stealing copies of tests or answer keys.
- Presenting materials taken from a source as one's ideas, thinking, or writing.
- Changing grades in a grade book or altering an electronic grading program.
- Using an electronic device to reproduce/transmit information that could be used to cheat.

CONSEQUENCES OF ACADEMIC DISHONESTY/CHEATING will be addressed in two categories: Academic and Disciplinary. (See Discipline Code violation A27 in the Category A Offenses chart.)

A student found guilty of academic dishonesty/cheating will be subject to the consequence noted in the chart below. If the academic dishonesty involves stealing information from a staff member or another student or taking work from another student, disciplinary consequences for stealing may be included. Additional, a student found guilty of academic dishonesty/cheating may forfeit scholarships, awards, honors, and other recognition for academic achievement, including membership in the National Honor Society.

Level	Academic Consequences	Disciplinary Consequences
Level 1	Cheating on homework assignments (daily or regular homework): <ul style="list-style-type: none"> • No credit 	1 st Offense: <ul style="list-style-type: none"> • Teacher discretion and parent contacted. 2 nd Offense: <ul style="list-style-type: none"> • Dean referral. • Counselor and Department Chair notified. • Detention 3 rd Offense and beyond in the same course: <ul style="list-style-type: none"> • Dean referral. • Counselor and Department Chair notified. • Saturday Detention. • Additional intervention services may be considered.
Level 2	Cheating on a quiz, test, paper, project, or final examination: <ul style="list-style-type: none"> • Failing grade (a zero grade may not be given). • Student will be required to redo the work for no additional credit. 	1 st Offense: <ul style="list-style-type: none"> • Teacher contacts parent. • Dean referral. • Counselor and Department Chair notified., • Saturday Detention. 2 nd Offense and beyond in the same course: <ul style="list-style-type: none"> • Dean referral. • Counselor and Department Chair notified.

	Any severe or broad scale incident of academic dishonesty may result in a suspension and/or a recommendation for expulsion.
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L. LEAVING CAMPUS WITHOUT PERMISSION

Students are not permitted to leave campus without parental consent and a valid pass from the nurse, dean, or attendance office. Students who violate this provision will be considered truant. In order to insure the safest environment possible, students who leave campus and return may be searched upon their return.

V. DEFINITIONS

A. TYPES OF DISCIPLINARY ACTION

All students who are recommended for suspension or expulsion are afforded procedural due process, as explained in Section VI. D. When breaches of school disciplinary rules and regulations occur, it is the responsibility of the involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student modify his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the entire context of the incident, and the effect of his or her actions on the welfare of the school community. Progressive discipline will usually be administered when a student repeatedly violates school expectations. Disciplinary responses may include but are not limited to the following:

1. Dean Conference/Warning

Dean’s Conferences/Warnings are individual discussions between the dean and the student regarding misbehavior.

2. Parent Conferences

Parents are viewed as partners with school personnel in helping students to successfully complete their high school education. We encourage parents to be involved in their youngster’s education. District 99 officials may require parent conferences for discipline matters.

3. Loss of Privileges

As students advance through District 99 they receive certain privileges (e.g. graduation ceremony, dances (prom), riding the bus, driving to school, use of the school parking lot, attendance/participation in extracurricular activities and lunchroom privileges, attending TCD or work co-op programs, access to technology). Students may forfeit some of these privileges if they fail to comply with school rules.

4. Teacher’s Detentions

A teacher’s detention is a detention assigned by the teacher, usually served in the teacher’s department or with the individual teacher. The detentions range from 20 minutes to an hour and may be served in the morning, before school, or after school depending on the agreement of the teacher and the student. A 48-hour notice is given unless the student agrees to serve the detention sooner. Students are assigned to teacher detentions primarily for minor disciplinary violations.

5. Discipline Referral

A staff member may send a student directly to the office for disciplinary action if the situation warrants, or send a referral for such action later. A referral is a form that is placed in the student's disciplinary file.

6. Deans' Detentions

Deans' Detentions are an extension of the school day where students are supervised and required to be in the detention room for the total number of detention hours assigned.

A violation of Deans' Detention policies will be considered a serious offense and will result in further disciplinary action. Examples of these violations are:

- Failure to report to Deans' Detention;
- Violation of the Deans' Detention rules;
- Disruption of Deans' Detention.

7. Saturday Detentions

Saturday Detentions are an alternate form of discipline used for more serious or chronic infractions of school policy.

The detention sessions are four hours in length and run from 8:00 a.m. to 12:00 p.m. on designated Saturdays throughout the school year. Students are denied admittance if they do not arrive on time and bring sufficient study materials.

Parents will also be notified regarding Saturday detentions. **Failure to follow the rules of Saturday Detention might also result with an in-school suspension.** Saturday Detentions are assigned at the discretion of the Dean.

8. In School Intervention Program

The In School Intervention Program is an alternative to out of school suspension and may be offered to students at the discretion of the dean. If a student fails to successfully complete the days assigned to the In School Intervention program, the student will serve out of school suspension time. While in this program, the student will be expected to comply with all school rules and will work on completing class work.

9. Out of School Suspensions

When a student's misconduct adversely affects the general welfare of the school, the student will be suspended out of school. Deans, Associate Principals, Principals and the Superintendent are authorized to suspend students out of school. A single suspension will not exceed 10 school days. A student completing an out of school suspension will be required to schedule a conference involving the student, an administrator, and parent(s) or guardian(s) prior to being readmitted to regular classes. Students who are suspended from school may not attend any school-sponsored activity (as a spectator or a participant). They also may not be on the school grounds during the suspension unless they have made prior arrangements with their Dean. Students who do not seek consent from the proper authorities will be subject to trespass laws. Additional days of suspension may also be assigned, or expulsion recommended. Out of School Suspension days will not be counted toward the District 99 policy that removes students from class for unexcused absences. Under the district attendance policy, students may make up all assignments at full credit missed during the ~~first~~ suspension. The loss of instruction that cannot be made up could lead to a loss of academic credit. Repetitive out of school suspensions may prompt the consideration of a recommendation for expulsion.

10. Social Suspensions

A socially suspended student may not attend or participate in any school functions while on social suspension. Any student who has been suspended out of school is automatically placed on social suspension for the length of the suspension. Repeated or serious violations of the discipline code may also result in social suspension. Students can also be socially suspended for inappropriate behavior that is displayed while attending extra-curricular events and activities, and may be barred from attending similar events, including dances, athletic events, and activities for the remainder of the school year.

11. Bus Suspensions

When misconduct occurs on school provided transportation, and is severe or frequent enough to interfere with the general welfare or operation of the vehicle, students may be suspended from using that transportation. A single suspension will not be in excess of 10 school days.

12. Final Warning/Probation Contract

A final warning is a behavior contract between the student, the parent(s) or guardian(s), and the school. The student is to observe all school rules and regulations and other stipulations set forth by the administrator in the contract. If the student violates the provisions of the Final Warning/Probation Contract, the student may be recommended to the Board of Education for expulsion.

13. Expulsion

In cases of gross disobedience or misconduct, the Principal or Superintendent may recommend to the Board of Education that expulsion proceedings be initiated. The Board of Education has the authority to remove a student from school for a period not to exceed two calendar years as determined on a case-by-case basis. Students on expulsion may not be on campus for any reason, nor participate in any school activities.

Project 99 is an alternative program that may be offered to both North High and South High students in lieu of an expulsion. Placement in the program is initiated by the dean and the Associate Principal and approved by the Principal and the Superintendent. Students are considered for enrollment on a case by case basis. Factors such as the age and grade level of the student, credit status, nature of the discipline infraction and the family's ability to accept the parameters of the program will be considered when recommending a student's placement in the program.

14. Village Ordinance Violations/Tickets

On occasion, students of District 99 violate Downers Grove Village ordinances. In those situations students may receive school consequences and/or Village of Downers Grove consequences that may include a Village Ordinance ticket payable to the Village of Downers Grove. (i.e. tobacco ordinance, vaping, truancy ordinance, and parking)

B. POSSESSION

Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the items. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or

vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle that the student knows contains an item constitutes possession of that item, even if the vehicle is not the student's.

This provision on possession applies to any policy or rule that regulates or prohibits possession of any item, including but not limited to weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

C. LOOK ALIKE

A look-alike is any substance or item that is not, but reasonably appears to be, is believed to be, or is represented to be, the real substance or item. Examples are a toy gun that is very difficult to distinguish, except upon close examination, from an actual gun, or a green leafy plant which is not, but is claimed, believed or appears to be, marijuana.

D. BULLYING/COERCION

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; 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.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, 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. Coercion is extortion, blackmail, or coercion by force or threat of force.

Effective January 1, 2015 Illinois Public Act 09-0801 states that in provisions concerning bullying prevention, prohibits a student from being subjected to bullying 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 a school district or school if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the educational process or orderly operation of a school. Provides that the definition of bullying includes cyber-bullying: defines "cyber-bullying" Provides that a school district's or non-public, non-sectarian elementary or secondary school's policy on bullying shall include a process to investigate whether a reported act of bullying is within the scope of the district or school and, if not, a process for referral of such an act to the appropriate jurisdiction. Requires computers without web-filtering software of computers with web-filtering software that is disabled to be used when complaints of cyber-bullying are investigated.

VI. DISCIPLINARY PROCEDURES

A. PEER MEDIATION

While not a discipline procedure per se, peer mediation is a voluntary program to empower students with the knowledge to help others resolve their conflicts. Each year a group of students are trained in the art of conflict resolution. They

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

B. STUDENT SEARCHES

Students and their personal effects are subject to search, without parental notification and/or consent, whenever school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school rule or the law. Students who leave campus during the school day without permission may be searched, along with their personal effects, upon return based solely on leaving campus without permission. Further, to maintain order in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, vehicles and other school property and equipment owned or controlled by the school, as well as the personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant or reasonable suspicion. As a matter of public policy, students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. To maintain a safe and secure environment, such searches, as described above, may include but not be limited to, the use of dogs and metal detectors.

C. SUSPENSION PROCEDURE

A student suspected or accused of an alleged infraction of school rules or of allegedly disturbing the order of the educational environment will normally be dealt with by the Dean.

Any staff member may bring a student alleged to have misbehaved to the attention of the Dean.

The Dean will make a judgment after collecting reasonably relevant and available evidence, reviewing comments from staff regarding the alleged infraction, and giving the student accused of an alleged infraction an opportunity to respond to the charges.

If the Dean determines that appropriate administrative action includes disciplinary action against the student, he/she will inform the student. If the disciplinary action includes suspension from school, a phone call will be made to the parents by the Dean and a letter will also be sent to the parents informing them of the infraction and their legal recourse for appeal. The phone call will be considered the official notification of suspension for the purpose of the appeal deadline described below. If parents wish to appeal the Dean's decision, they may initially appeal to the Associate Principal, according to Appeal Procedures. Students who are suspended may not be on school grounds, unless they have a pre-arranged appointment with school staff and are accompanied by a parent. Students found to be on school grounds during a suspension will be considered to be trespassing and may be arrested, suspended for additional days, or recommended for expulsion.

D. DUE PROCESS PROCEDURES FOR OUT OF SCHOOL SUSPENSIONS

In the event that an authorized school administrator or Dean determines, upon completion of appropriate due process procedures, that an out of school suspension is appropriate because of a student's act(s) of gross disobedience

and/or misconduct, he/she shall provide the student and the parent, by mail, with written notification of the suspension. The notice shall specify the gross disobedience or misconduct giving rise to the suspension and the provision of the Disciplinary Code violated by the student. The notice shall also explain the process, as set forth below, for appealing the student suspension.

The steps of the appeal process are as follows:

1. Associate Principal
2. Principal
3. Superintendent or designee
4. Board of Education, through its appointed

hearing officer.

A request to appeal a student's suspension shall be made in writing to the Associate Principal by the parent/guardian within two (2) school days of the date of the official notification. The earlier of the school phone call or the written notification of suspension will be considered the official notification of suspension for the purpose of the appeal deadline. The appeal conference normally shall be held within two (2) school days of the initial request for appeal. Subsequent request for appeals shall be made in writing within one (1) school day of the date of notification of the decision of the prior administrator and the appeal conference with school administration normally shall be held within two (2) school days of the request for appeal. A request for appeal to the Board of Education shall be made in writing within two (2) school days of the notification of the decision of the Superintendent and the Board appointed hearing officer shall convene a hearing in a timely manner. A student will continue to serve a suspension during the appeal process. If the appeal reverses or amends the suspension, appropriate information may be expunged from the student's discipline record.

Students will be allowed to make up all class work missed during the suspension period for full credit.

With Athletic/Activity Code Discipline (Extra-Curricular) – When a student commits a discipline infraction in school, it is also a violation of the Athletic/Activity Code and the student may be subjected to those disciplinary consequences as well. Please refer to the Athletic/Activity Code in this Handbook. Participation in athletics/activities is a privilege and not a right. (Board Policy 7.30) A violation of the Athletic/Activity Code by a student may result in immediate action. The steps involved in the appeal procedure after the Athletic/Activity Director has made his/her decision would be meeting with:

1. Principal
2. Superintendent or designee
3. Board of Education, through its appointed

hearing officer

E. GROSS DISOBEDIENCE AND INFRACTIONS INVOLVING MISCONDUCT

Gross disobedience or misconduct is any conduct of the type described in Categories A and B below or any other conduct, behavior, or activity which causes, or may reasonably lead school authorities to forecast, substantial injury or disruption to school activities or the rights of other students, school personnel or related personnel.

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

In accordance with Illinois School Law (105 ICLS 5/10-21.7, 27.1A, 27.1B, and 105 ICLS 5/34-8.05) all Illinois public schools are required to report incidents involving drugs, firearms, and attacks on school personnel to both

local law enforcement agencies and the Illinois State Police. Any qualifying incident will be reported monthly through the School Incident Response System (SIRS) maintained by the Illinois State Board of Education.

Disciplinary action for students guilty of gross disobedience or misconduct may range from an official warning to expulsion from school for up to two calendar years as determined on a case by case basis (BOE Policy 7.190).

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

F. EXPULSION

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

The expulsion process involves several steps once the administration recommends that the Board of Education expel a student. First, an expulsion hearing is held. The hearing is chaired by a Board appointed Hearing Officer who is typically not a school district administrator. At the hearing the school administration presents information and witnesses about the incident and why expulsion is being recommended. The student and his/her parents also have an opportunity to present information and witnesses to explain the incident. The student and family have the right to be represented by an attorney if they so desire.

Following the hearing, the Hearing Officer writes a report objectively summarizing the information presented by both the school district and the student/family. The report includes all significant information and documents presented by both sides at the hearing. It is not the role of the Hearing Officer to offer an opinion on the appropriateness of the expulsion, but rather to objectively report the information and positions presented by both the administration and the student/family.

The Board of Education uses the report of the expulsion hearing to determine two questions. First, is the student guilty of the Discipline Code infraction? Second, if the student is guilty, what should be the consequences? The Board deliberates in closed session, but the vote to take action on the expulsion recommendation is done in open session. The motion uses a student number rather than a name to identify the student for whom the Board is taking action.

G. CORPORAL PUNISHMENT

The use of corporal punishment by staff - that is, the use of force to inflict retributive bodily suffering or pain for purposes which include securing or maintaining obedience, correction or discipline - is expressly prohibited by state law. Physical restraint, (maintaining control through holding a student to

prevent bodily action - as distinguished from punitive physical force) is permitted where necessary in specific situations.

H. DISCIPLINE OF SPECIAL EDUCATION AND 504 STUDENTS

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

I. TRANSFER STUDENTS CURRENTLY ON SUSPENSION/EXPULSION

Based on District 99 Board of Education Policy, students who transfer to District 99 currently on suspension or expulsion from another school may not be admitted to District 99 until that suspension or expulsion is completed.

CATEGORY A OFFENSES

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

Category A Offenses	Disciplinary Action
1. Entering or loitering in an unauthorized area, including after school.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given. Repeated violations could result in an arrest for trespassing and the issuance of a village ordinance ticket.
2. Inappropriate/excessive display of affection.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given.
3. Failure to be in a possession of proper authorization when in halls, lavatories or other non-classroom areas during class time.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given.
4. Failure to produce a Student ID card upon request, or misuse of an ID card.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given.
5. Using profanity or vulgar and/or abusive language or gestures.	Depending on the seriousness or frequency, detention(s),

	Saturday detention or suspension may be given.
6. Gambling in any form, including cards, coins and dice, etc.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given.
7. Distributing literature or other items at a time place or manner not approved by the school administration.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given.
8. Un-authorized use of I-Pods, MP3 players, cameras, games, laser pens/pointers and other electronic equipment.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension-may be given.
9. Breach of attendance regulations, including the failure to clear unexcused absences.	Depending on the seriousness or frequency, detention(s), Village Ordinance fine, or Saturday detention-may be given.
10. Acts disruptive to the educational process including disorderly conduct and/or dangerous horseplay.	Depending on the seriousness of the action, detentions, Saturday detention, suspension and/or police consequence/arrest may result.
11. Violation of traffic or parking regulations.	Warning/Saturday detention/suspension/loss of parking privilege/parking tickets/towing, depending on circumstance.
12. Failure to serve a detention.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given.
13. Soliciting funds without authorization.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension may be given.
14. Leaving the campus without permission prior to the end of the student's school day.	Depending on the seriousness and frequency, 4 hour detention, Saturday detention, suspension and Village Truancy Ordinance citation may be given.
15. Throwing projectiles such as food, snowballs, or other potentially harmful objects.	Detention, Saturday detention, or suspension, depending on circumstance, may be given.
16. Defacing, damaging, or misusing the school's or another person's property, including misuse of AEDs (Automated External Defibrillators).	Detention, Saturday detention, or suspension, depending on the circumstance, may be given.
17. Misusing, forging, altering or being in possession of altered school document (including passes).	Detention, Saturday detention, or suspension, depending on the circumstance, may be given.
18. Possession of tobacco, electronic cigarettes, and/or, cartridges	4-hour/Saturday detention and/or Village Ordinance citation may be given by Police.
18A. Possession of lighter and matches.	18A. Confiscation. Depending on frequency: Detention or suspension may be given.

19. Lying or trying to deceive school personnel.	Detention, Saturday detention, or suspension, depending on the circumstance, may be given.
20. Insubordination, refusal to comply with a reasonable request, or disrespect towards authorized school personnel when a reasonable request is made.	Detention, Saturday detention, or suspension, depending on the circumstance, may be given.
21. Driving to or from The Technology Center of DuPage (TCD) or other school-sponsored programs without authorization (This includes passengers as well as drivers.)	Saturday detention, suspension, and possible drop from TCD may be given.
22. Excessive Tardies.	<p>Consequences for tardiness may be assigned according to the following schedule:</p> <ul style="list-style-type: none"> • Tardy 10-14 = 1 hour detention on each occurrence • Tardy 15-19 = 2 hour detentions on each occurrence • Tardy 20+ = 4 hours of detentions on each occurrence
23. Harassment, hazing, bullying, or intimidation, or coercion. Any form of hazing or bullying is strictly forbidden and may be considered assault or battery (B9) depending on the circumstances.	Depending on the seriousness or frequency; detention(s), Saturday detention, or suspension may be given. Possible recommendation for expulsion.
24. Misuse of Technology.	Depending on the seriousness or frequency, one or more of the following may occur: staff/parent conference, loss of privileges (subsequent academic penalty for classes associated with the use of the computer), confiscation of inappropriate item(s), restitution for damage items, detention, Saturday detention, suspension from school, possible recommendation for expulsion from school.
25. Possession/Distribution/Use of Over-the-Counter Drugs or Nutritional or Herbal Supplements, or Possession/Use of Medication Prescribed to the student outside of the Nurse's Office. ALL PRESCRIPTION OR NON-PRESCRIPTION DRUGS OR NUTRITIONAL SUPPLEMENT USED IN SCHOOL MUST BE TAKEN UNDER THE SUPERVISION OF THE SCHOOL NURSE IN THE NURSE'S OFFICE. PRESCRIPTION DRUGS MUST ALSO BE ACCOMPANIED BY A DOCTOR'S ORDER UNIQUE	Depending on the seriousness or frequency; detention(s), Saturday detention, or suspension may be given.

<p>CIRCUMSTANCES OR SPECIALIZED NEEDS <u>MUST</u> BE DISCUSSED AND APPROVED BY THE SCHOOL NURSE, PER STATE REGULATION, ASTHMA MEDICATION MAY BE CARRIED BY STUDENTS THROUGHOUT THE SCHOOL DAY WITH APPROPRIATE PERMISSION AND AUTHORIZATION BY THE PARENT, PHYSICIAN AND SCHOOL NURSE.</p>	
<p>26. Being an accessory to, supporter of, having knowledge of, or obstructing the investigation of another student engaged in a Handbook violation, without informing school officials.</p>	<p>Depending on the seriousness of the action, detention(s) to suspension may be given. In a very serious circumstance expulsion may be recommended.</p>
<p>27. Academic Dishonesty</p>	<p>LEVEL 1 Cheating on homework assignments (daily or regular homework):</p> <ul style="list-style-type: none"> • No credit <p>Disciplinary Consequences: 1st Offense:</p> <ul style="list-style-type: none"> • Teacher discretion and parent contacted. <p>2nd Offense:</p> <ul style="list-style-type: none"> • Dean referral. • Counselor and Department Chair notified. • Detention <p>3rd Offense and beyond in the same course:</p> <ul style="list-style-type: none"> • Dean referral. • Counselor and Department Chair notified. • Saturday Detention. <p>LEVEL 2 Cheating on a quiz, test, paper, project, or final examination:</p> <ul style="list-style-type: none"> • Failing grade (a zero grade may not be given). • Student will be required to redo the work for no additional credit Additional intervention services may be considered. <p>Disciplinary Consequences: 1st Offense:</p> <ul style="list-style-type: none"> • Teacher contacts parent. • Dean referral.

	<ul style="list-style-type: none"> • Counselor and Department Chair notified., • Saturday Detention. <p>2nd Offense and beyond in the same course:</p> <ul style="list-style-type: none"> • Dean referral. • Counselor and Department Chair notified. • May result in a suspension -and/or a recommendation for expulsion. <p>Any severe or broad scale incident of academic dishonesty may result in a suspension and/or a recommendation for expulsion.</p>
28. Dress Code Violation.	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension may be given.
29. Possession, display, or sharing of Pornographic Material in print or digital form.	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension may be given.
30. Use or display of cellular phones or other telecommunication devices on school grounds at unauthorized times.	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension may be given. The device will be confiscated by school officials and will be returned to the student at the end of the week, or a parent at an appropriate time.
31. Invasion of Privacy. Using a cellular telephone, or any other electronic device capable of taking and/or transmitting digital photographic images to take and/or transmit pictures of an individual without his or her consent anywhere on school premises or any other location during a school-related activity is considered an invasion of privacy and is not permitted without the express permission of the building principal.	Depending on the seriousness or frequency, one or more of the following may occur: detention(s), Saturday detention, suspension from school, police consequence/arrest, possible recommendation for expulsion from school, the cellular telephone, or any other electronic device may be confiscated by school officials, and returned to the student at an appropriate time.
32. Failure to serve Saturday Detention.	Depending on the seriousness or frequency, one or more of the following may occur: One day out of school suspension and reschedule of Saturday detention, school suspension at parent/dean discretion.
33. Violation of school rules while riding school transportation.	Depending on the seriousness or frequency, one or more of the following may occur: detention(s), Saturday

	detention, bus suspension, suspension from school, police consequence/arrest, and possible recommendation for expulsion from school.
34. Littering or failure to properly dispose of trash, including in the cafeteria or hallways.	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension may be given.
35. Violation of Good Conduct as defined by the General Expectations for Student Behavior (See Sec. III, Discipline Procedures/Progressive Discipline)	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension may be given.

CATEGORY B OFFENSES

The following acts involving gross disobedience or misconduct and penalties are a guideline to be used in most cases. However, depending upon the seriousness and frequency of the offense, the penalty may be less or more severe and could result in an in-school or out-of-school suspension. Any misconduct that violates a village ordinance or State law may result in a citation and/or police referral. Students involved in repeated acts of gross disobedience or misconduct may be placed on a probationary contract with the school or be referred-by the school Principal to the Superintendent with a recommendation for an expulsion hearing before the Board of Education or its designated hearing officer.

Category B Offenses	Disciplinary Action
1. Failure to provide a completed physical examination, proper immunization information as required by state.	In compliance with the Illinois School Code, the student will be excluded from school until documents are produced. (105 ILCS 5/27-8.1(5)).
2. Use of tobacco, electronic cigarettes, and/or vapor juice/juul juice	It may result in a day of in-school suspension and/or a village ordinance/fine.
3. Voyeurism/exhibitionism/sexual contact.	Possible in-school or out-of-school suspension. Possible police consequence and/or arrest. Possible recommendation for expulsion.
4. Using slurs such as a racial, ethnic, religious, sexual, sexual orientation, or other discriminatory nature.	Depending on the seriousness of or frequency, detention(s), Saturday, or possible school suspension.
5. Fighting 5A Fighting-violence without physical injury 5B Fighting-violence with physical injury	School suspension, possible police consequence/arrests, possible recommendation for expulsion.

6. Possessing or using incendiaries (firecrackers), etc.	Detention, Saturday, suspension or possible police consequence/ arrest may be recommended.
7. Possession or using an immobilizing chemical (Mace, pepper spray, stink bombs, etc.)	Detention, Saturday, suspension; possible police consequence/ arrest. Expulsion procedures may also be recommended.
8. Communicating verbally or non-verbally, in affiliation with an unauthorized club, cult or gang (i.e. wearing, possessing, using, distributing, and displaying any clothing, symbol, sign or other item which is evidence of membership in or affiliation with a gang.)	4-10 days out-of-school suspension/ police consequence/arrest/recommendation for expulsion, depending upon circumstance.
9. Assault-battery, reckless conduct or mob action involving another student. Assault: Verbal threat or physical movement to commit battery. This could also be an implied or expressed threat to or through other student(s) to commit battery or making reference to weapons either verbally or through the use of electronic communications. Battery: Physical contact of an insulting, harmful, or provoking nature. Mob Action: Aggressive action toward other(s) taken by a group. <u>9A Battery against another student without physical injury</u> <u>9B Battery against another student with physical injury</u> <u>9C Assault-An implied or expressed threat to or through other student(s) to commit battery or make reference to weapons either verbally or through the use of electronic communication</u>	Depending on the seriousness or frequency school suspension or police consequence/arrest may be recommended. Expulsion procedure may also be recommended.
10. Breaking, entering, taking, attempting to take, being in possession, or being an accessory to possession of another person's or school's stolen, lost, or mislaid property without his/her permission. This includes unauthorized access to electronically stored data and information. 10A. Breaking or Entering 10B. Value is Greater than or = to \$500.00 10C. Value is Less than \$500.00	Depending on the seriousness or frequency, Detention, Saturday Detention, in-school suspension, out-of-school suspension or police consequence/arrest may be recommended. Expulsion procedures may also be recommended. Restitution may also be required.
11. Possession, use of being under the influence of any illegal or controlled substance including alcohol, unlawful drugs, prescription drugs, Over-the-Counter medications, "look alike" drugs, or any other substance not	May result in up to a 10-day suspension, police consequences, and/or arrest. An expulsion may also be recommend. A reduction in the suspension to 5 days may be offered on the first offense if, at personal expense, the student

<p>prescribed for the student and intended to be used, or used, to achieve a high or altered mental state. (See Section V:Definitions) all prescription or non-prescription drugs or nutritional supplement used in school must be taken under the supervision of the school nurse in the nurse's office. Unique circumstances or specialized needs must be discussed and approved by the school nurse. per state regulation, asthma medication may be carried by students throughout the school day with appropriate permission and authorization by the parent, physical and school nurse.</p> <p>11A. Possession or under the influence of alcohol.</p> <p>11B. Possession of drug paraphernalia.</p>	<p>participates in a substance abuse evaluation and follow through within two months the recommended treatment and/or education program at a district approved facility. A subsequent offense at any point in a student's high school career may result in a suspension of 10 school days, and possible recommendation for expulsion.</p> <p>Suspension and referral to Student Assistance Coordinator. Depending upon circumstances, expulsion procedures may also be considered.</p>
<p>12. Sale, delivery, distribution (or attempt thereof) to other students or persons, prescription drugs, unlawful drugs, controlled substances, "look alike" drugs, Over-the-Counter medications, or any other substance intended to be used, or used, to achieve a "high" or altered mental state.</p> <p>12A. Sale, delivery, distribution (or attempt thereof) of alcohol to students or other persons.</p>	<p>May result in a 10 day out-of-school suspension, police consequence, and/or arrest. Expulsion procedures may also be recommended.</p>
<p>13. Extortion.</p>	<p>Suspension, police consequence, and/or, arrest. Expulsion procedures may also be recommended.</p>
<p>14. Activating a fire alarm without evidence of a fire or falsely reporting a bomb.</p>	<p>Suspension, police consequence, and/or arrest. Expulsion procedures may also be recommended.</p>
<p>15. Arson.</p>	<p>10 day suspension, police consequence, and/or arrest. Expulsion procedures may also be recommended.</p>
<p>16. Possession or use of weapon. This includes bringing, use, control or transfer of any object which may be used to cause bodily</p>	<p>10 day suspension, police consequence, and/or arrest. Expulsion procedures may also be recommended.</p>

<p>harm, look-alike weapons and any other device defined by laws as a weapon.</p> <ol style="list-style-type: none"> 1. Weapons include, but are not limited to: guns, knives, box-cutters, explosive devices, ammunition, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon. 2. Items such as baseball bats, pipes, bottles, locks, sticks, compasses and pens if used, or attempted or threatened to be used, to cause bodily harm. 3. Look-alike weapons <p>Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free School Act and the related provisions of the Illinois School Code.</p> <p>16A Dangerous weapon-firearm handgun 16B Dangerous weapon-fireman shotgun 16C Dangerous weapon-fireman rifle 16D Dangerous Weapon-firearm multiple 16E Dangerous weapon-firearm other 16F Dangerous weapon-other</p>	
<p>17. Assault/battery, reckless conduct or mob action against a staff member or other adult. Assault: Implied or expressed threat to or about any staff member or other adult to commit battery. Battery: Physical contact of an insulting or provoking nature. Mob Action: Aggressive action toward other(s) taken by a group.</p> <p><u>17A Battery against a staff member without physical injury</u> <u>17B Battery against a staff member with physical injury</u> <u>17C Assault-An implied or expressed threat to or about any staff member or other adult to commit battery</u></p>	<p>10 day suspension, police consequence, and/or arrest. Expulsion procedures may also be recommended.</p>
<p>18. Sexual harassment or false report of sexual harassment.</p>	<p>School suspension, police consequence, and/or arrest. Expulsion procedures may also be imitated.</p>
<p>19. Terrorist Activity and Threats: Any act, threat, hoax, or prank, written or verbal, of a terrorist nature, especially involving weapons, explosives, biological agents or other dangerous materials or look- alike of such agents.</p>	<p>May result in 4-10 days suspension, police consequence, and/or arrest. Possible recommendation for expulsion.</p>

20. Obscene or abusive language or gestures designed to offend or abuse a staff member.	Suspension, possible recommendation for expulsion.
21. Verbally or physically provoking a fight, involvement in a fight or not dispersing from a fight when directed to do so. <u>21A Involvement in a fight without physical injury</u> <u>21B Involvement in a fight with physical injury</u> <u>21C Provoking a fight or not dispersing from a fight when to do so</u>	Saturday detention/suspension. Possible police consequence/arrest. Possible recommendation for expulsion.
22. Trespassing	Suspension/ police consequence/arrest, possible expulsion.
23. Repeated acts of disobedience, misconduct, or gross insubordination	Suspension, police consequence/arrest. Expulsion procedures may also be recommended

FIGHT SONG

When our teams march on the field
Our opponents' fate is sealed;
For our teams have the stuff
When the going get tough,
Never to our foes to yield.

With our banners flying high,
And the will to do or die,
We will ne'er give in
For we're out to win
New glory for Downers High

Chee hee Cha ha! Cha ha ha ha !
Downers! Downers! Rah! Rah! Rah!

Here's to our school, dear old Downers High
Long may her honor be defended
Here's to our team pledged to do or die,
Onward to victory and fame.
We will fight, fight, fight to win our victory.
And forever keep our banners flying high.
So sing out your praise and your loyalty
To our alma mater, Downers High

ALMA MATER

O Downers High, to thee we raise
With grateful hearts our songs of praise
With love sincere we pledge to thee
Our everlasting loyalty.

Thy wisdom, learning, faith and truth
Shall ever guide us in our youth.
The coming years will ever prove
The greatness of thy watchful love.

May God, in all His wisdom find
Thee worthy in heart, soul and mind
And bless thee in thy every need.
This shall forever be our creed