

COMMUNITY UNIT SCHOOL DISTRICT



**201**

**HANDBOOK**

**2025-2026 SCHOOL YEAR**



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# Part I: School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (<https://www.cusd201.org>).

<b>CUSD 201 Board of Education:</b>	
Board President	Leah Conover
Vice President	Carlos Hevia
Secretary	Jessica Radogno
Board Member	Adina Hoover
Board Member	Kevin Marren
Board Member	Lauren Zekiri
Board Member	



*The Board of Education meets on the second and fourth Tuesdays of every month at 6:30 p.m. at the Westmont Village Hall located at 31 West Quincy Street, Westmont, Illinois, unless otherwise posted. All meetings are open to the public.*



<b>CUSD 201 District Administration:</b>	
Superintendent	Jack Baldermann
Assistant Superintendent of Business / HR	Ronald O'Connor
Director of Student Services and Early Childhood Programs	Tiffanie Torrisi
Assistant Superintendent of Teaching and Learning	Carla Braun
Bilingual Director/Personnel and Community Outreach Coordinator	Edith Courington



## School Contact Information

Administrative Office		South School (pre-k)	
	133 S. Grant Street Westmont, IL 60559 Phone: 630-468-8000 Fax: 630-969-9022 <a href="http://www.cusd201.org">www.cusd201.org</a>		133 S. Grant Street Westmont, IL 60559 Phone: 630-468-8015 School absence: 630-468-8015 Fax: 630-969-9022 Mrs. Tiffanie Torrisi, Director <a href="http://www.cusd201.org/south">www.cusd201.org/south</a>

Miller Elementary School (K-1)		J. T. Manning Elementary School (2-5)	
	125 W. Traube Avenue Westmont, IL 60559 Phone: 630-468-8300 Fax: 630-969-5401 School absence: 630-468-830 Ms. Samantha Sinovich, Principal <a href="http://www.cusd201.org/miller">www.cusd201.org/miller</a>		200 N. Linden Avenue Westmont, IL 60559 Phone: 630-468-8050 Fax: 630-969-2492 School absence: 630-468-8041 Dr. Kevin Ryan, Principal Mrs. Stephanie Just, Asst. Principal <a href="http://www.cusd201.org/manning">www.cusd201.org/manning</a>

Westmont Junior High School (6-8)		Westmont High School (9-12)	
	944 Oakwood Drive Westmont, IL 60559 Phone: 630-468-8200 Fax: 630-654-2203 School absence: (630) 468-8291 Ms. Amy Quattrone, Principal Mr. Michael Lipinski, Asst. Principal <a href="https://www.cusd201.org/wjhs">https://www.cusd201.org/wjhs</a>		909 N. Oakwood Drive Westmont, Illinois 60559 Phone: 630-468-8100 Fax: 630-654-2758 School absence: 630-468-8191 Dr. Kevin Weck, Principal Ms. Mary Kassir, Asst. Principal Mr. Adam Kordalewski, Asst. Principal <a href="http://www.cusd201.org/whs">www.cusd201.org/whs</a>



## Mission/Vision

*The Community Unit School District 201 mission is to educate and empower students to be academically prepared and socially responsible.*

### School Hours and Schedules:

South Early Learning Center:	
<b>Program Hours:</b>	
A.M. Class – 8:30 – 11:00 a.m.	
P.M. Class – 12:00 – 2:40 p.m.	
<b>Early Release Every Wednesday:</b>	
P.M. Class – 12:00 – 2:00 p.m.	

Miller: Typical Bell Schedule: 8:15 a.m. - 2:40 p.m.	
7:55 a.m.	Doors Open/Breakfast Available
8:10 a.m.	Drop-off/Car-line ends
8:15 a.m.	Instruction begins. Students entering after 8:15 a.m. will be marked tardy. Late students must report to the school office for a tardy slip.
40 min	A forty-minute lunch/recess period is scheduled during the day.
2:40 p.m.	Dismissal for all students
Bell Schedule for PLC Wednesdays: 1:40 p.m. Dismissal for all students	
Bell Schedule for SIP Day: 11:25 a.m. Dismissal for all students	



<b>Manning: Typical Bell Schedule: 8:05 a.m. - 2:30 p.m.</b>	
7:45 a.m.	Doors Open/Breakfast Available
8:00 a.m.	Drop-off/Car-line ends
8:05 a.m.	Instruction begins. Students entering after 8:15 a.m. will be marked tardy. Late students must report to the school office for a tardy slip.
40 min	A forty-minute lunch/recess period is scheduled during the day.
2:30 p.m.	Dismissal for all students
Bell Schedule for PLC Wednesdays: 1:30 p.m.– Dismissal for all students	
Bell Schedule for SIP Day: 11:15 a.m.– Dismissal for all students	

<b>Westmont Junior High School: Typical Bell Schedule 8:20 a.m. - 3:12 p.m.</b>	
7:45 a.m.	Doors Open/Breakfast Available
8:15 a.m.	Drop-off/Car-line ends
8:20 a.m.	Instruction begins. Students entering after 8:20 will be marked tardy. Late students must report to the school office for a tardy slip.
30 min	A thirty-minute lunch period is scheduled during the day.
3:12 p.m.	Dismissal for all students (Monday, Tuesday, Thursday, and Friday)
Bell Schedule for PLC Wednesdays: 2:14 p.m. dismissal for all students	
Bell Schedule for SIP Day: 11:52 a.m. dismissal for all students	



Westmont High School: Bell Schedule: 8:00 a.m. - 2:46 p.m.			
	Monday/ Wednesday/ Friday	Tuesday/ Thursday	SIP/Early Dismissal
<b>Period 1</b>	8:00 a.m.-8:50 a.m.	8:00 a.m. - 8:43 a.m.	8:00 a.m. - 8:35 a.m.
<b>Period 2</b>	8:54 a.m.-9:46 a.m.	8:47 a.m. - 9:30 a.m.	8:40 a.m.-9:15 a.m.
<b>Period 3</b>	9:50 a.m. -10:40 a.m.	9:34 a.m. - 10:17 a.m.	9:20 p.m.-9:55 a.m.
<b>Period 4</b>	10:44 a.m.-11:34 a.m.	10:21 a.m. - 11:04 a.m.	10:00 a.m.-10:35 a.m.
<b>Period 5A</b>	11:38 am-12:08 p.m.	11:08 a.m. - 11:38 a.m.	10:40 a.m.-11:15 a.m.
<b>Period 5B</b>	12:12 p.m.-12:28 p.m.	11:42 a.m. - 11:53 a.m.	10:40 a.m.-11:15 a.m.
<b>Period 5C</b>	12:32 p.m.-1:02 p.m.	11:57 a.m.-12:27 p.m.	10:40 a.m.-11:15 a.m.
<b>Flex/ Homeroom</b>		12:31 p.m. - 1:12 p.m.	
<b>Period 6</b>	1:06 p.m. 1:54 p.m.	1:16 p.m. - 1:59 p.m.	11:20 a.m.- 11:55 a.m.
<b>Period 7</b>	1:58 a.m.-2:46 p.m.	2:03 p.m. - 2:46 p.m.	12:00 p.m.-12:35 p.m.



# Student/Parent Handbook Acknowledgment and Pledge

## **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

## **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.



## Part II: General Information

### Community Unit School District 201: Parent and Family Engagement Policy for Title I Programs

In accordance with Section 1116 of the Every Student Succeeds Act (ESSA), Community Unit School District 201 affirms its commitment to meaningful parent and family engagement. This policy is developed in consultation with parents and families and is incorporated into the District's Consolidated District Plan. It outlines the District's expectations and objectives for effective family involvement in Title I programs. This policy is published in the student handbooks for all schools.

#### I. Joint Development of the Consolidated District Plan and Improvement Plans

As required by ESSA Section 1116(a)(2)(A), the District will:

- Involve parents and family members in the development of the Consolidated District Plan and school-level support and improvement plans.
- Solicit feedback through district and school-level parent advisory meetings, surveys, and public forums.
- Ensure representation from a diverse group of stakeholders, including parents of English Learners, students with disabilities, and economically disadvantaged families.

#### II. Building Capacity and Providing Support

To support effective parent and family engagement at the school level, the District will:

- Provide professional development for school staff on family engagement strategies.
- Coordinate technical assistance and planning resources for school leadership teams.
- Partner with community members, businesses, and organizations to strengthen outreach and parent learning opportunities.

#### III. Coordination with Other Programs

The District will integrate parent engagement strategies with:

- Early Childhood programs
- English Learner and Bilingual Education Services
- Special Education programs
- Local community agencies and services

This coordination will be guided through collaboration and shared service models.

#### IV. Annual Meeting and Evaluation

The District will:

- Conduct an annual district wide Title I meeting to inform families of program objectives, rights, and services.
- Evaluate the effectiveness of parent engagement in improving the academic quality of Title I schools. The evaluation tool will include the 5Essentials Survey.
- Identify and address barriers to greater family participation, including those related to language, time, childcare, and transportation.
- Assess the needs of parents and family members to better support learning at home.



## **V. Use of Evaluation Findings to Inform Strategy**

Findings from the annual evaluation will be used to:

- Design evidence-based strategies to increase parent and family engagement.
- Revise this policy and related procedures as necessary to ensure alignment with district goals and ESSA mandates.
- Revised policies will be shared with stakeholders and posted publicly.

## **VI. Parent Involvement in Title I Schools**

To ensure meaningful parent involvement at the school level, the District will ensure:

- Each school will implement and distribute a School-Level Parent and Family Engagement Compact annually through the Handbooks.
- Utilize a district-level Parent Advisory Committee to provide input on Title I programs and family engagement initiatives.
- Ensure the Advisory Committee reflects the diversity of the Title I student population.

## **VII. School-Parent Compact**

All schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2025-2026 school year.

### **School Responsibilities**

All CUSD 201 Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. All students will participate in the curriculum aligned to the Illinois Learning Standards (Common Core) and will be supported in a safe and effective learning environment with multiple opportunities to demonstrate success.
2. Hold parent-teacher conferences (twice a year) during which this compact will be discussed regarding the individual child's achievement. This year's conferences are scheduled on October 9, 2025 and February 26, 2026.
3. Provide parents with frequent reports on their children's progress, including:
  - Benchmark assessment results three times a year
  - Semester report cards
4. Provide parents with reasonable access to staff for consultation via phone or email communication.
5. Notify parents of their rights under ESEA Section 1111(h)(6), including:
  - Qualifications and licensing status of classroom teachers
  - Whether instruction is provided by paraprofessionals and their qualifications
  - Notifications if a student has been taught for 4 or more consecutive weeks by a teacher who is not considered highly qualified

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance
- Ensuring that homework is completed
- Participating, as appropriate, in decisions related to my child's education



- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices
- Serving, to the extent possible, on parent committees and attending school-sponsored events

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need it
- Read at least 30 minutes every day outside of school time
- Give my parents or guardian all notices and information from school each day

### **Policy Distribution and Review**

This Parent and Family Engagement Policy will be:

- Distributed annually to all families of students in Title I programs through the student handbooks.
- Posted on the district website and available in multiple languages.
- Reviewed and updated annually in collaboration with parents and family members.

### **Board Policy References**

Board Policy 6:170 – Title I Programs

Board Policy 6:170-AP1, E1 and E2 – District and School-Level Compacts

Board Policy 6:170 – Title I Programs

Board Policy 8:10 – Connection with the Community

Board Policy 8:95 – Parental Involvement



## Teacher Qualifications

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

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

## Substitute Teachers

When a substitute teacher is conducting a class, students should make every effort to be even more courteous and helpful than usual. Such efforts reflect good citizenship standards and a regard for your regular teacher as well. All substitutes are qualified and licensed by the state.

## School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.



4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## Visitor Policy

All visitors, including parents, are required to enter through the main doors of the building and follow the screening process. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.



3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, skateboarding, scooters, electric scooters, etc.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

## School Volunteers

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

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

## Equal Educational Opportunities and Sex Equity

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



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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Edith Courington, Assistant Superintendent, [ecourington@cusd201.org](mailto:ecourington@cusd201.org), 630-468-8021.

## Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests.

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

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## Homeless Student's Right to Education

Students who lack a fixed, regular, and adequate nighttime living situation may be eligible for additional support or services under the McKinney-Vento Act (i.e., homeless). When a student is determined as eligible under McKinney-Vento the parent/ guardian/ student has the right to attend school under either option:

1. Continue attending the student's "school of origin" or the last school attended for as long as the student remains eligible under McKinney-Vento; or if the student becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Attend the school that serves the area of their temporary and current living situation.

Information regarding additional assistance and support for students eligible under McKinney-Vento and families experiencing homelessness can be found on the district website.

## Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction



on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

## English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact Edith Courington at 630-468-8021.

## Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station, and check district notifications to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, communication will be sent by the district for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, after-school functions may be canceled.

## Video and Audio Monitoring Systems

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

## Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they



have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building nurse.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## Accommodating Breastfeeding Students

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

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

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



## Parent Organizations and Booster Clubs

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

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

## Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items



associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

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

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

### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness



- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

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

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

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



## Warning Signs of Boundary Violations

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)



National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)  
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## Faith's Law Notifications

The [Employee Code of Professional Conduct](#) defines, in part, appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's Office.

## Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the District Nurse.

## Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net).

## Free and Reduced-Price Food Services: Meal Charge Notification

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

### **Free and Reduced-Price Food Services Eligibility**

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

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



## Meal Charges for Meals Provided by the District

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

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

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

## Fees, Fines & Charges; Waiver of Student Fees

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

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

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

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

- An illness in the family;



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

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

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

## Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.



## Part III: Student Information

### Absences and Student Attendance

It is the parent's/guardian's responsibility for the student to be in attendance the entire time school is in session. If a student will not be attending school for the entire day or a portion of the day, the parent/ guardian must notify the school and provide a specific reason for the absence via a phone call to the attendance line. School officials will determine if an absence is excused or unexcused. The school will not accept notes from parents/guardians under most circumstances, except as provided by law. The parent/guardian must call the attendance line at the school before 8 a.m. to explain the reason for the student's absence or it will automatically be considered unexcused. For convenience, a voicemail system can accept messages before and after school hours. Administration, or a designee, reserves the right to call and confirm with any parent/guardian the reason for a student's absence. The office will handle requests for homework after two consecutive absences. After three consecutive absences, a note from a licensed healthcare professional will be required.

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

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

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

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

For students who are required to attend school there are two types of absences: excused and unexcused.

**Excused absences include:** illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family.



There are two types of absences: excused and unexcused.

Excused absences include:

- Student illness with parent/guardian contact; **3 consecutive days will require documentation from a licensed physician**
- Medical or dental appointment during the school day (documentation is required)
- Judicial/Court
- Homebound (documentation required)
- Death in the immediate family
- Observance of a religious holiday
- College/university visit (prior and post documentation is required)

Your child should stay home for these reasons:

- Fever of 100.4 degrees or more. Keep the child home for 24 hours after the temperature returns to normal (below 99 degrees) without medication.
- Vomiting more than 2 times in 24 hours or diarrhea. Keep the child home until 24 hours after the last episode.
- Rash or Pink Eye. See your physician and obtain a note stating when it is safe for your child to return to school.

**After having a total of 7 excused or unexcused absences during the school year, a doctor note is required for all absences.** Doctor's notes are excused with administrator approval. All other absences are considered unexcused. After 7 total excused absences, any further absences will be considered unexcused.

Unexcused absences include (but are not limited to):

- Oversleeping
- Refusing to attend school
- Shopping
- Missing the bus
- Car problems, traffic or train delays
- Work
- Babysitting
- Completing work for a class
- Senior Ditch Day
- Extended Vacation
- Any instance of truancy

A phone call from a parent or guardian will not excuse a student in these circumstances.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.



## **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

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

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

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.<sup>4</sup>

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

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

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

## **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

## **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

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



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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

## Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact Tiffanie Torrisi, Director of Student Services.

## School Lunch Program

Breakfast and lunch is served every school day, except when there is an a.m. or earlier dismissal. A student may bring a sack lunch from home or may purchase a school lunch and/or milk.

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



# Required Health Examinations and Immunizations

All physical examination forms are available on the CUSD 201 website, [www.cusd201.org](http://www.cusd201.org), in the Resources Section/Health Information, as well as each school's website.

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

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

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

Failure to comply with the above requirements by October 15 of the current school year<sup>1</sup> will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

## Eye Examination

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

## Dental Examination

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



## Exemptions

A student will be exempted from the above requirements for:

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

## Sports Physical

To be eligible for participation in interscholastic athletics at Westmont Junior High School and Westmont High School, each child must have a current satisfactory physical examination on file in the school nurse's office or the Athletic Department Office. This is to be completed each school year. For sixth grade students and freshmen students, the physical examination form already required for their grade levels will suffice. It is not necessary to submit an additional exam. All other years of participation require the IHSA (Illinois High School Association) sports physical examination. These physical examination forms may be obtained from the school office or on the CUSD 201 and school websites.

## Student Medication:

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

No school or district employee is allowed to administer or supervise the self-administration of any prescription or non-prescription medication to a student without a completed School Medication Authorization Form signed by both a licensed physician and the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

## Self-Administration of Medication

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



a School Medication Authorization Form signed by both a licensed physician and the student's parent or guardian.

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

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

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

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

## Administration of Medical Cannabis

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

## Undesignated Medications

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

## Emergency Aid to Students

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

## Communicable Disease

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



Parents are required to notify the school nurse if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## Head Lice

Head lice are common among school-aged children and not a sign of poor hygiene. The school handles cases discreetly to minimize learning disruption and prevent spread.

Parents should notify the school if lice are found at home. If lice or nits are suspected at school, a trained staff member will check the student privately. If found, the parent will be contacted, and the student may stay in class unless uncomfortable. Students with lice or nits will go home at the end of the day with treatment instructions.

Students may return once treatment has started. Proof of treatment may be requested, and a follow-up check may occur. Parents are encouraged to check for lice regularly at home.

## Use of Inhalers for Asthma and EpiPens

If your child has asthma, an Asthma Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted to the school prior to the student's first day of attendance and annually thereafter. The Asthma Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

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

In keeping with state law, specific medication for the treatment of asthma (a rescue inhaler) may be brought to school by a student and possessed by the student for use as directed.

These medications require:



1. A School Medication Authorization Form signed by a parent, And
2. Either: A School Medication Form signed by the health care provider, OR A Pharmacy label on the inhaler Including student's name, physician's name, and instructions for use.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of a medication, or the storage of any medication by school personnel.

Any student exhibiting an Asthma Attack without medication or proper documentation will be cared for by local EMS. For further information, please contact the school nurse.

If your child has a Severe Allergy, an Allergy Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted to the school prior to the student's first day of attendance and annually thereafter. The Allergy Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

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

In keeping with state law, specific medication for the treatment of Severe Allergy (epinephrine injector) may be brought to school by a student and possessed by the student for use as directed.

These medications require a School Medication Authorization Form completed and signed by the health care provider and a parent. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of a medication, or the storage of any medication by school personnel.

Any student exhibiting an allergic reaction without medication or proper documentation will be cared for by local EMS. For further information please contact the school nurse.



## Care of Students with Diabetes

If your child has Diabetes, a Diabetes Care Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted prior to the student's first day of attendance and annually thereafter. The Diabetes Care Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

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

For further information, please contact the school nurse.

## Care of Students with Seizures

If your child has Seizures, a Seizure Emergency Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted prior to the student's first day of attendance and annually thereafter. The Seizure Emergency Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Seizure Emergency Action Plan.
- Inform the school in a timely manner of any change that needs to be made to the Seizure Emergency Action Plan.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

For further information, please contact the school nurse.



## Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## Suicide and Depression Awareness and Prevention

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

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

## School Safety Information

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills may not be preceded by a warning to students.

## Targeted School Violence Prevention Program

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

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



Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

## Student Behavior

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication,



hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.



10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
22. Providing building access to individuals who are not employees of District 201.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.



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

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

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.



12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years.  
An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Isolated Time Out, Time Out and Physical Restraint**

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

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student’s unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

### **Weapons Prohibition**

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.



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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.



4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.



A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>3</sup>

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

Bullying is not a one-time occurrence, an accident, or an argument between friends/associates. Students do not always recognize the difference between peer conflict and bullying. All reports of bullying are investigated thoroughly, however, most incidents bear the characteristics of peer conflict rather than bullying.

**Peer Conflict** – Both students.....

- have equal power
- do NOT seek control or attention
- want to solve the problem but don't know how (due to inexperience)
- feel remorse
- are not deliberately trying to hurt each other

**Bullying** – One student (or group)

- have imbalance of power in the situation
- exert control by intimidation, insults, threats
- show little if any remorse and makes no attempt to resolve situation
- commits deliberate, hurtful acts

## Acceptable Use of the District's Electronic Networks

### Community Unit School District 201, Westmont, Illinois Student Acceptable Use Policy

#### Access to Electronic Networks and Technology Resources

Our School District provides access to electronic networks, including the Internet, to enhance your child's education. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* **once** while the student is enrolled in the School District.



**Additionally, we use Google Workspace for Education** and are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Community Unit School District 201, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. However, if a filter has been disabled or malfunctions, it is impossible to control all material, and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

**Please read the complete Acceptable Use Policy and Google Workspace for Education Notice below carefully.** If you agree to allow your child to have network access and a Google Workspace for Education account, sign the *Authorization* form at the end of this document and return it to your school. Note that students who cannot use Google services may need to use alternative software to complete assignments or collaborate with teachers or peers, which may impact their educational experience.

## **Terms and Conditions**

### **Definition of Electronic Networks**

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

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

### **Acceptable Use**

Access to the District's electronic networks must be:

- For the purpose of education or research, and be consistent with the District's educational objectives, **OR**
- For legitimate school-related business use

**Use is a privilege, not a right.** Inappropriate use may result in cancellation of privileges, disciplinary action, and/or appropriate legal action.

### **Unacceptable Use**

Users are responsible for their actions and activities involving electronic networks. Examples of **unacceptable uses** include:



### **a. Illegal Activities**

- Using electronic networks for any illegal activity, including violation of copyright or other intellectual property rights
- Transmitting any material in violation of any State or federal law

### **b. Unauthorized Access & Security**

- Unauthorized downloading of software or other files
- Unauthorized use of personal removable media devices (such as flash or thumb drives)
- Hacking or attempting to gain unauthorized access to files, accounts, resources, or entities
- Using another user's account or password
- Disclosing any network or account password to any other person
- Using electronic networks while access privileges are suspended or revoked

### **c. Privacy & Harassment**

- Invading the privacy of individuals, including unauthorized disclosure, dissemination, and use of personal information
- Posting or sending material authored or created by another without consent
- Creating or forwarding chain letters, spam, or other unsolicited messages
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material
- Misrepresenting your identity or the identity of others

### **d. Commercial & Inappropriate Use**

- Using electronic networks for private financial or commercial gain
- Using electronic networks for commercial or private advertising
- Wastefully using resources, such as file space
- Posting or sending anonymous messages

## **Artificial Intelligence (AI) Acceptable Use Policy**

### **Definition of Artificial Intelligence**

Artificial Intelligence (AI) refers to computer systems that can perform tasks typically requiring human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. This includes tools like ChatGPT, Google Gemini, image generators, and similar technologies.

### **Acceptable AI Use**

Students may use approved AI tools when:

- **Explicitly permitted by the teacher** for specific assignments or activities
- Used to **support learning** (brainstorming, research assistance, proofreading suggestions)
- **Properly cited and disclosed** in all academic work
- Used under **teacher supervision** and guidance



## Prohibited AI Use

Students **may NOT** use AI tools to:

### a. Academic Dishonesty

- Submit AI-generated work as original student work without proper disclosure
- Complete assignments, essays, or projects when AI use is not permitted
- Circumvent learning objectives or assessment requirements

### b. Harmful Content Creation

- **Create, share, or distribute deepfakes** (AI-generated fake images, audio, or videos) of any person
- Generate images, sounds, or videos designed to **harass, bully, embarrass, or harm** students, staff, or community members
- Create false or misleading content about individuals or the school
- Generate inappropriate, offensive, or harmful content

### c. Privacy & Data Violations

- Input personal information about students, staff, or families into AI systems
- Share confidential school information or data with AI platforms
- Use AI to access or attempt to access restricted information

### d. Misrepresentation

- Use AI to impersonate others in communications
- Create false academic credentials or achievements
- Generate content that violates copyright or intellectual property rights

## AI Citation Requirements

When AI use is permitted for an assignment, students must:

- **Clearly identify** which parts of their work involved AI assistance
- **Describe how** the AI tool was used (e.g., "Used ChatGPT for initial research ideas")
- Follow the **citation format** specified by their teacher
- **Acknowledge AI use** in a dedicated section of their work

## Consequences for AI Misuse

Violations of AI policy may result in:

- Loss of technology privileges
- Academic consequences (redoing assignments, reduced grades)
- Disciplinary action per student handbook
- Parent/guardian notification
- Potential legal action for serious violations (harassment, deepfakes)



## **GOOGLE WORKSPACE FOR EDUCATION NOTICE**

### **Google Services Your Child Will Use**

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google:

- **Assignments** - Create and submit coursework
- **Calendar** - Schedule and track assignments and events
- **Classroom** - Participate in online learning activities
- **Cloud Search** - Find information across Google services
- **Drive and Docs** - Create, store, and share documents
- **Gmail** - School email communication
- **Google Chat** - Communicate with teachers and classmates
- **Google Chrome Sync** - Sync browser settings and bookmarks
- **Google Meet** - Participate in video conferences and virtual classes
- **Keep** - Take and organize notes
- **Sites** - Create simple websites for projects

### **What Personal Information Does Google Collect?**

When creating your child's account, Community Unit School District 201 may provide Google with personal information including name, email address, and password. Google may also collect information directly from students, such as telephone numbers for account recovery or profile photos.

When students use Google core services, Google collects:

- **Account information** (name, email address)
- **Activity information** (viewing content, people they communicate with, usage details)
- **Device information** (browser type, device type, settings, IP address, system activity)
- **Location information** (determined by IP address and other technologies)
- **Communications** (records when students provide feedback or seek support)

### **How Does Google Use This Information?**

Google uses student personal information primarily to:

- Provide the core educational services
- Maintain and improve services
- Make recommendations to optimize service use
- Provide support
- Protect users and comply with legal obligations

### **Important Privacy Protections**

**No Advertising:** There are no ads shown in Google Workspace for Education core services, and none of the personal information collected is used for advertising purposes.

**Limited Sharing:** Google will not share personal information except:

- **With our school:** District administrators can view account information and activity



- **With your consent:** Google will share information only with parental consent
- **For legal reasons:** When required by law or to protect users

## **Your Rights as a Parent/Guardian**

You can:

- **Access** your child's account information by contacting the school
- **Request deletion** of your child's account
- **Control sharing** by managing account settings
- **Visit** <https://myaccount.google.com> while signed into your child's account to view and manage information

## **Questions About Google Services?**

For questions about Google Workspace for Education, contact the Technology Department. For more information about Google's privacy practices, visit:

- Google Workspace for Education Privacy Center: <https://www.google.com/edu/trust/>
- Google Workspace for Education Privacy Notice: [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

## **Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette:

- **Be polite.** Do not become abusive in messages to others
- **Use appropriate language.** No swearing, vulgarities, or inappropriate language
- **Protect privacy.** Do not reveal personal information, addresses, or telephone numbers of students or colleagues
- **Recognize monitoring.** District electronic networks are not private. School officials have access to all email and data
- **Respect others.** Do not disrupt network use by other users
- **Respect property.** Consider all communications and information as private property

## **Internet Safety**

- Each District computer with Internet access has filtering devices that block inappropriate content
- Students must immediately report any security breaches, inappropriate content, or suspicious activities to school staff
- Students should never share personal information online or agree to meet strangers from the Internet

## **No Warranties and Limitations**

- The District makes no warranties for Internet services provided
- The District is not responsible for damages, including loss of data, service interruptions, or inaccurate information obtained online
- Users assume responsibility for their use of information obtained via the Internet



## **Monitoring and Privacy**

- The District reserves the right to monitor all technology use
- Users have **no expectation of privacy** when using District technology
- Electronic communications may be monitored, read, or reviewed by school officials
- Violations may be reported to authorities when appropriate

## **Questions?**

If you have questions about this policy or Google Workspace for Education, please contact:

- **Technology Department:** Nadine Norris, Director of Technology (nnorris@cusd201.org)

**This policy is effective for the entire time your child is enrolled in the District and will be reviewed annually to address evolving technology and educational needs.**

*This document incorporates requirements from Illinois School Code and follows Google's recommended practices for parental consent in educational settings.*



# Vendors Under the Student Online Personal Protection Act

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information



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

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

## Access to Student Social Networking Passwords & Websites

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

## Search and Seizure

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

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

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

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

### **Students Searches**

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

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



student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

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

## **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

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

### **Examples of Prohibited Conduct**

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

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



## **Making a Report or Complaint; Investigation Process**

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

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

## **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To

contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or

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

## **Prevention and Response Program**

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

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



## **Enforcement**

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

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

## **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

# **Sexual Harassment & Teen Dating Violence Prohibited**

## **Harassment Prohibited**

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

## **Sexual Harassment Prohibited (Title IX)**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex



discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Nondiscrimination Coordinator:**

Edith Courington  
133 South Grant Street  
Westmont, IL 60559  
630-468-8000  
ecourington@cusd201.org

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

### **Investigation Process**

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

### **Enforcement**

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

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

### **Retaliation Prohibited**



Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## Education of Children with Disabilities

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.



For further information, please contact:

Tiffanie Torrisi  
Director of Student Services and Early Childhood  
630-468-8016

## Discipline of Students with Disabilities

### Behavioral Interventions

Positive behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. This includes the potential development of a Functional Behavior Assessment (FBA) and a formal Behavior Intervention Plan (BIP), when necessary and appropriate as determined by the educational team. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities

### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## Exemption From PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.



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

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

For further information, please contact the building principal.

## Personnel for Special Education Evaluation or Observation

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

For further information, please contact the building principal.

## Related Service Logs

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

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

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

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



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

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

You may also contact the following District employee for assistance:

Tiffanie Torrisi  
630-468-8016  
[ttorrisi@cusd201.org](mailto:ttorrisi@cusd201.org)

## Student Privacy Protections

### Surveys

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

### Surveys by Third Parties

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

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

### Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.



6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

### **Instructional Material**

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

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

### **Prohibition on Selling or Marketing Students' Personal Information**

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

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

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



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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**<sup>1</sup> Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or



eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,<sup>2</sup> any person named in a court order; appropriate persons if the knowledge of such information is necessary to



protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
7. *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*
8. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
9. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the**



securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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



# Part IV: Athletics

## Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

### Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. All required participation forms must be completed by a parent/guardian in order to participate in athletic/extracurricular activities.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the IHSA's Extracurricular Drug and Alcohol Testing Policy, and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.



## **High School Academic Eligibility**

In order to be eligible to participate in extracurricular and athletic activities, a student must be passing a minimum of 5 classes. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

## **Junior High Academic Eligibility**

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

All contestants shall be in grades five through eight (5-8) and shall not have passed eighth grade standing. At no time, may a student who is in fourth grade or lower practice or participate with a member school. A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period. The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

## **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after 4th period is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

## **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.



# Code of Conduct

A student participating in the athletic or activity program in CUSD 201 will be subject to disciplinary action if the student violates the Extra-Curricular Activities Code of Conduct. Anonymous reports of Code violations will be investigated by District administrators. Students not currently involved in extra-curricular activities at the time of an investigation will have the results of any such investigation entered into the violation record. Should such a student later become involved in the extra-curricular program, additional violations will be treated cumulatively.

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

## **The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;



12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.



2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

(NOTE: Students involved in multiple activities will be required to serve equivalent suspensions for each activity. A suspension may carry over from season to season and/or year to year. The consequences may exceed the minimum guidelines below due to the egregious nature of the infraction.)

### **Violations**

Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

#### **Statute of limitations and related issues:**

- No violation brought to the attention of the administration more than one calendar year after its occurrence will be considered under this policy;
- No violation which occurred prior to a student's documented first violation will be considered under this policy as a subsequent (e.g. second, third, etc) violation. Only violations that occurred subsequent to a first violation will be considered as such for the purposes of this policy.

#### **First violation:**

- A suspension of 20% of performances, activities, or competitions (or the equivalent time period);
- The student will be required to practice with the group, regardless of the violation (unless suspended from school by the Administration);
- The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

#### **Second violation:**

- A suspension of 50% of performances, activities, or competitions during this period;
- The student may be required to practice with the group;
- The student may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

#### **Third violation:**

- A suspension for the entire season or equivalent time period;
- The student may be required to practice with the group;



- Students may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

**Fourth violation:**

- A suspension from all extra-curricular activities and athletics for one calendar year;
- No reduction of the suspension is available upon a fourth violation.

**Fifth violation:**

- A suspension from all extra-curricular activities and athletics for the remainder of the student's high school career;
- No reduction of the suspension is available upon a fifth violation.

Students will be required to serve any suspensions immediately, or at the start of a competition of the next athletic or activity season.

- The penalty will be reduced by one week for students who self-report a violation of the Code of Conduct. (This reduction may be applied to any single violation, including and beyond the first.)
- Students who self-report may earn back the privilege of competing in one contest that otherwise would have been part of the student's suspension. (This reduction may be applied to any single violation, including and beyond the first.)

Students shall have the opportunity to appeal the finding of a Code of Conduct violation to a Code of Conduct Review Board, but shall not review the length of the sanctions imposed as the result of such a finding. A parent has the right to accompany a student during the student's appearance before the Review Board. The Code of Conduct Review Board shall be composed of the following, all appointed by the Building Principal:

- Three administrators, and none of which shall be the administrator(s) responsible for the initial determination of a Code of Conduct violation;
- One athletic head coach or activity sponsor, who shall not supervise or coach the student in question.

The Code of Conduct Review Board will make a written report of its decision and rationale. The decision of this Review Board is final, except where the sanction removes the student from sports and activities for one year or more. In these cases, the student may appeal the decision to the Building Principal.

All students remain subject to all the School District's policies and the school's student/parent handbook.

**Drug and Alcohol Testing Program**



The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

#### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

## **Student Athlete Concussions and Head Injuries**

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

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



## Part V: Preschool Level Information

The Early Childhood Center program at South School serves children ages three to five in a supportive and nurturing environment. The program promotes social, emotional, physical, and cognitive development through a play-based and progressive curriculum, with an emphasis on building foundational skills in literacy and numeracy. Our team consists of licensed early childhood teachers with expertise in special education and English language learning. Paraprofessionals and specialists offer enriching activities, such as motor skill groups and language development sessions. The program also provides special education services tailored to the individual needs of children with disabilities, including speech therapy, occupational therapy, physical therapy, and social-behavioral strategies.

### **Arrival**

Students are asked to arrive by no later than 8:30 a.m. for the start of the morning session and 12:00 p.m. for the start of the afternoon session. Students will remain outside until exactly 8:30 a.m. and 12:00 p.m. when staff will open the main doors and escort students in. There is no supervision provided prior to these times.

### **Dismissal**

Students will be dismissed at 11:00 a.m. after the morning session and 2:40 p.m. (2:00 p.m. on Wednesdays) after the afternoon session. Families are asked to wait outside the main school entrance until students are individually dismissed by staff directly to their family member(s), or are escorted onto the bus. There is no after-school supervision after these dismissal times; therefore we ask that you arrive promptly on-time to pick up your student.

### **Parking for Drop-Off and Pick-Up**

The Bus Lane is located on Grant Street directly in front of South School (in between the two metal poles). Absolutely no vehicles are allowed to stop, park, and/or pick-up or drop-off from this area. Doing so creates a serious hazard for students, especially those entering or leaving a school bus or school transportation vehicle.

Families are free to park in any of the following areas:

- Along Dallas St. (please do not block front parking area near the District Office)
- Along Grant St. south of Dallas St. or north of the last parking sign beyond the South School entrance
- In the parking lot located on Dallas St.

### **Attendance and Tardiness**

TO REPORT ABSENCES OR LATE ARRIVALS:

- Call the South School Office at (630) 468-8015.

When calling in an absence, please be prepared to give the following information:

- Phone number at which the (parent/guardian) can be reached
- Student's full name
- Student's teacher
- Date of absence (month/date)



- Reason for absence
- Your relationship to the student (mother/ father/ guardian)

When calling in an absence, a reason must be given. We are required to track illness trends in all schools as part of surveillance for local public health.

### **If Student is Late to School**

Students arriving late to school should be escorted to the District Office main entrance located on Dallas St. The parent/ guardian will notify the front office that their student is being dropped off for South School, as well as who their student's teacher is, and staff will escort the student to their classroom.

### **If Your Student Will Be Picked Up Early:**

Please notify the South School main office at 630-468-8015 as soon as possible when it is determined that a student will be picked up early. When you arrive to pick up your student, please enter through the District Office main entrance located on Dallas St. and notify staff that you have arrived to pick up your student.

When picking up a student early, please be prepared to provide the following information to office staff:

- Your full name, accompanied by a form of state identification (e.g., Driver's license, ID card, passport)
- Your student's full name
- Your relationship to the student
- The reason for the student's early pickup

### **Attendance:**

It is imperative that students arrive at school on-time and stay for the duration of the instructional day. In addition, it is also imperative that students attend school regularly and consistently, with minimal absences only when necessary. Consistent student attendance is a critical factor in students' school success, beginning even as early as preschool.

### **Emergency Closing Information**

In the event of a school closing for emergency reasons, including weather related incidents, the District Office will activate our automated calling system and report closings to the Emergency Closing Center website [www.emergencyclosing.com](http://www.emergencyclosing.com), which reports to local TV and radio stations. District staff will also send family notification emails and/or phone calls as relevant.

### **Parent Notification**

It is important that all telephone numbers (home, cell, and work) and email addresses are current in the event it is necessary to send a message via our parent communication tool. Please notify the school office immediately if any changes are necessary.



### **Student Transfers**

(In accordance with Board Policy 7:50, School Admissions and Student Transfers To and From Non-District Schools) The school office should be informed at least three days in advance if a family is moving out of the School District. This will allow time for the necessary paperwork to be completed.

### **Military Service Obligation Exception**

(In accordance with Board Policy 7.60, School Admissions and Student Transfers To and From Non-District Schools) The board of education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation.

### **Hazardous Items**

Hazardous and/or nuisance items such as, but not limited to, toy weapons, skateboards, scooter boards, roller blades/skates, radios, and electronic games may not be brought to school because of certain dangers that many of these items present, as well as the owner's expense of replacement if lost or stolen. Also, the use and possession of a laser pointer is prohibited unless there is prior approval of its use by the school for educational purposes, and it is used under the direct supervision of a staff member.

### **Parent Conferences**

Parent-Teacher Conferences are scheduled 2x a year. Approximately two to three weeks prior to the conference date, families will be notified of details regarding date, time, and format options to schedule conferences.

### **Student Dress**

Clothing having slogans, pictures, or emblems promoting or advertising drugs, alcohol, or tobacco or having profane or obscene slogans, pictures, or emblems will not be allowed. While dress and appearance are considered a matter of individual decision and taste, we ask that the student's health and safety and the day's activities be further considerations. Please dress your child according to the weather and day's activities. Undergarments should not be showing and no bare midriffs. Respect for the learning environment should be evident in a student's dress. If a student's clothing is in question, it will be left up to the administration's discretion and a parent/guardian will be notified.

The District does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists. (policy 7:160)

### **Bus Rules and Regulations**

Students are expected to follow the bus driver's instructions. The bus driver reports to the bus company, which provides reports to the school principal regarding student behavior.



Buses must be kept clean. Windows are to be opened only to the safety mark. Keep arms, hands, and head inside the bus. No objects are to be thrown from the bus.

No student may interfere with another student on the bus. No hitting, fighting, or other interference among students is permitted. Screaming or yelling is not permitted on the bus.

### **Monitoring Behavior**

Good conduct on the bus is an important safety factor. CUSD 201 approves the bus company's use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation of our students.

### **Student Birthday Treats**

In order to build healthy school nutrition awareness, birthday treats, such as candy and baked goods, will not be permitted to be brought to school by individual students. Please help support healthy school nutrition and Wellness. Please get prior approval from your student's classroom teacher and/or administration before providing any celebratory items or treats for class distribution.

### **Animals on School Property**

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



## Part VI: Elementary Level Information

Manning and Miller Elementary Schools offer excellent instruction in the basics of literacy, science, social science, and mathematics while enhancing the programs with fine arts, computer literacy, and an array of other special studies. Student progress is monitored closely by means of teacher observation, unit assessments, and standardized tests. Parents make significant contributions through their many volunteer hours working with students and teachers. Along with quality instruction, discipline, and efficient monitoring of student progress, communication between home and school is a major goal of the staff and the Board of Education. It is our hope that this handbook brings you concise, useful information. If you have questions, concerns, or an idea to share, please contact your child's teacher or your school principal.

### **PROCEDURES:**

#### **Arrival**

Students are asked to arrive at school no earlier than 7:45 a.m. at Manning and 7:55 a.m. at Miller, for the start of the school day because supervision cannot be provided until that time. Students are to remain supervised outside when arriving at school unless directed to enter the building. During inclement weather, students are encouraged to enter the building where they remain lined up until met by their teachers.

#### **Attendance and Tardiness**

TO REPORT ABSENCES OR LATE ARRIVALS:

- Manning Elementary School call the attendance line at (630) 468-8041.
- Miller Elementary School call the attendance line at (630) 468-8391.

When calling in an absence, please be prepared to give the following information:

- Phone number at which the (parent/guardian) can be reached
- Student's Full name
- Student's grade and teacher
- Date of absence (month/date)
- Reason for absence
- Period student will miss (full day, half day.)
- Your relationship to the student (mother/father/guardian)

When calling in an absence, a reason must be given. We are required to track illness trends in all schools as part of surveillance for local public health.

If your child has an accident that results in a concussion, requires stitches or orthopedic casting, and is unable to participate in physical education or recess, a physician's note is required. It is expected that if the student cannot participate in physical education, they also cannot participate in recess or after school sports.

Parent requests for homework from the school office for students who will be absent will be ready, if possible, for pick-up in the school office at 3:00 p.m. the following day.



**If you are late to School:**

Students arriving late to school must be accompanied by the parent/guardian into the building and be signed in to be allowed to class. Multiple unexcused tardies will result in a parent/student intervention meeting with the school's attendance team.

**Excused Tardiness:**

Doctor visit with proper documentation, judicial hearing, outside preapproved therapeutic visit or bereavement.

**Unexcused Tardiness:**

Timely arrival to school is crucial to the success of individual students and the cultivating of a positive learning environment. Students arriving late to class are expected to join the lesson in progress. Teachers are not obligated to review activities and/or provide make-up opportunities missed due to unexcused tardiness.

Unexcused absence reasons apply to tardiness.

**Staying after School**

Classes are regularly dismissed from Miller at 2:40 p.m. and Manning at 2:30 p.m. In the case of students who have been asked by the teacher to stay after school, the parents/guardians will be notified by note in advance.

**After School Arrangements**

If there is a change in your child's routine for the end of the day, the classroom teacher and the school office must be notified at least one hour before the end of the school day. If your child is going home with another child, please send a note signed by the parent or guardian confirming this arrangement. Please note a child can't ride the school bus if they are not a bus rider. Additionally, a student can only ride the bus route he/she is assigned to.

**Delayed Start Information**

In the event of inclement weather during the winter, Community Unit School District 201 may call for a delayed start time for school. Please read the information below.

If a delayed start is called due to poor weather conditions, it would be in effect for all CUSD 201 schools.

- One hour delayed start – Manning begins at 9:05 a.m. Manning/Miller begins at 9:15 a.m.
- Two-hour delayed start – Manning begins at 10:05 a.m. Miller begins at 10:15 a.m.
- School will be dismissed at the usual time, and car line and bus schedules will run as usual.
- Delayed start bus routes will run as usual only one hour or two hours later, depending on the announced delay. Bus route schedules can be accessed on the school's website.
- Lunch periods will remain as scheduled, but may be delayed slightly if needed.
- Morning kindergarten classes will be in session on delayed
- start days.

**Early Dismissal**

At no time is a student allowed to leave the school grounds during school hours by themselves. A parent/guardian who finds it necessary to make an appointment with a doctor or dentist during school hours must notify the school office in writing or by phone call in advance of the appointment. On such an occasion, the parent/guardian must come to the school office to sign out the student. The student is not to wait at the front door. He/she must wait in the school office.



### **Emergency Closing**

In the event of a school closing for emergency reasons, the District Office will activate our automated calling system and report closings to the Emergency Closing Center website [www.emergencyclosing.com](http://www.emergencyclosing.com), which reports to local TV and radio stations.

### **Parent Notification**

It is important that all telephone numbers (home, cell, and work) and email addresses are current in the event it is necessary to send a message via our parent communication tool. Please notify the school office immediately if any changes are necessary.

### **Student Transfers**

(In accordance with Board Policy 7:50, School Admissions and Student Transfers To and From Non-District Schools) The school office should be informed at least three days in advance if a family is moving out of the School District. This will allow time for the necessary paperwork to be completed.

### **Military Service Obligation Exception**

(In accordance with Board Policy 7.60, School Admissions and Student Transfers To and From Non-District Schools) The board of education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation.

## **LUNCH/RECESS**

### **Lunch**

Lunchroom facilities are provided for students who bring a lunch from home or who buy a hot lunch. Free/reduced lunch forms are distributed at registration. These forms are always available throughout the year, through the office. Parents/guardians who feel their child may qualify for a free or reduced lunch should request the proper forms. The hot lunch program is set up on a pay in advance basis. Money can be deposited into your child's lunch account (cash or check) daily; money is turned into the child's teacher. Credit card payments can be made within Skyward Family Access. Milk is included in the price of the hot lunch or may be purchased separately by those who carry lunches. A monthly menu is posted on your school's website on the lunch menu tab.

Good manners, including cleaning up after eating, and good conduct are expected of everyone who uses the lunchroom facilities. We ask that when packing a lunch for your child, you send a well-balanced meal in keeping with the recommendations of the School Wellness Policy. Please make the school aware of any food allergies or special dietary needs your child may have. Seating accommodations and/or food options may be provided in accordance with your child's dietary needs. Students may substitute food options according to their dietary needs or food allergies.

### **Recess**

We believe that outside activity is healthy for children; therefore, no student will be allowed to remain indoors during recess when weather conditions permit outside recess unless: A note from the parent/guardian stating the reason for the request has been received by the school office. For your child's safety, if he/she has been



excused from physical activity in PE, he/she will also be excused from physical activity during recess. If your child will miss PE or outdoor recess for longer than three (3) days, a doctor's note is required stating the medical reason for this temporary or intermittent special need. However, weather and injury/sickness permitting, your child will be encouraged to go outside during recess. Students will go outside for recess when the wind chill temperature is 0 degrees or above. Please have your child dressed appropriately, including such items as boots, gloves, and snow pants. If the air temperature/wind chill is below 45 degrees, please be sure that your child has a winter jacket to go outside.

Playground equipment is available for students during outdoor recess. To enhance student enjoyment at recess, they may bring their own playground items to school, although they must accept responsibility for these possessions themselves. To maintain consistent behavior on the playground at all times, students are asked to be responsible, safe and respectful at all times. Not following these expectations may result in a consequence.

### **Hazardous Items**

Hazardous and/or nuisance items such as, but not limited to, toy weapons, skateboards, scooter boards, roller blades/skates, radios, and electronic games may not be brought to school because of certain dangers the annoyance that many of these items present, as well as the owner's expense of replacement if lost or stolen. Also, the use and possession of a laser pointer is prohibited unless there is prior approval of its use by the school for educational purposes, and it is used under the direct supervision of a staff member.

## **PROGRAMS AND REPORTING**

### **Homework**

Homework should supplement, compliment, and reinforce classroom instruction and may be assigned in all grade levels. The teaching staff strives to ensure that assignments are 1) necessary and useful, 2) appropriate to the ability and maturity level of students, 3) well explained, and 4) clearly understood by both child and parent. We include 'homework completion' as a part of our learner habits in the older of elementary school. A variety of factors influence how long it will take a child to complete homework. If your child becomes frustrated with their homework or takes a long period of time, please communicate with the teacher immediately.

### **Otus Parent Accounts:**

Parents/guardians are encouraged to monitor student grades through our Otus system. Families can go to [my.otus.com](https://my.otus.com) to create a family account. Select "Family" as the user type. Complete the required fields. Create your log-in and click finish. Navigate to the "My Student" tab. Select "Add Student". Enter the "student code", choose "relationship", and click "done".

### **Parent Conferences**

Parent-Teacher Conferences are scheduled 2x a year. Approximately two to three weeks prior to the conference date, parents will be notified to schedule conferences with the staff members of their choice through the Skyward system. Parents who do not have internet access are encouraged to contact the main office to arrange these appointments. Parents are encouraged to make every effort to set up appointments with staff members on the district-scheduled parent conference days.



### **Grading and Promotion**

School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **Classroom Rules**

Some variation exists among classrooms because different procedures are appropriate for different kinds of activities. At the beginning of each year, each teacher establishes, communicates to students, and posts classroom rules and consequences. For each rule, the consequences are cumulative ranging from a warning to loss of privileges, i.e., recess, parties, and field trips. Parents/guardians may feel free to request a copy from their student's teacher(s).

### **Common Expectations**

- Be Respectful
- Be Responsible
- Be Safe

### **Telephone and Cell Phone/Smart Device Usage**

Students are discouraged from bringing cell phones/smart devices, including SMART watches to school. All cell phones and similar electronic/SMART devices, including SMART watches, must be kept powered-off and out-of-sight during the regular school day unless the use of the device is indicated in a student's Individualized Education Program (IEP) or 504 Plan.

### **Student Dress**

Clothing having slogans, pictures, or emblems promoting or advertising drugs, alcohol, or tobacco or having profane or obscene slogans, pictures, or emblems will not be allowed. While dress and appearance are considered a matter of individual decision and taste, we ask that the student's health and safety and the day's activities be further considerations. Please dress your child according to the weather and day's activities. Undergarments should not be showing and no bare midriffs. Respect for the learning environment should be evident in a student's dress. If a student's clothing is in question, it will be left up to the administration's discretion and a parent/guardian will be notified.

Appropriate shoes must be worn during the school day for safety. A closed gym shoe or sport shoe provides support, traction, and protection from injury in the crowded school environment. Open-toed shoes, flip-flops, sandals, or clogs can lead to foot injuries in the classroom, stairways, and playground areas. Each student should have a pair of appropriate gym shoes or appropriate rubber-soled shoes to participate in physical education classes and/or recess.

Students wearing heavy winter boots to school should bring an extra pair of shoes. For inclement weather and/or wet grounds, students should bring boots for outdoor recess. All students' clothing and equipment should be marked with first and last name to avoid loss.



The District does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists. (policy 7:160)

### **Bus Rules and Regulations**

Students are expected to follow the bus driver's instructions. The bus driver reports to the bus company, which provides reports to the school principal regarding student behavior. Upon entering the bus, students will find and sit in their assigned seat.

Students in kindergarten and first grade MUST have a parent/guardian at the bus stop.

Procedure to follow when NOT in a health crisis or pandemic. Only registered bus riders may go home with a bus-riding friend if the following procedures are followed:

- Both bus riders must have a note from a parent or guardian granting permission and must take the note to the school office where the secretary will initial it and record the visit.
- The bus riders then show the note to the bus driver. This note is also required of bus riders who exit at a stop other than their own.
- Both the sending and receiving parents/guardians must send signed notes.

Eating and drinking are not permitted on the bus. Buses must be kept clean. Windows are to be opened only to the safety mark. Keep arms, hands, and head inside the bus. No objects are to be thrown from the bus.

No student may interfere with another student on the bus. No hitting, fighting, or other misconduct among students is permitted. Screaming or yelling is not permitted on the bus. Upon leaving the bus, stay in your seat until the bus has stopped. Leave in an orderly manner. Any unsafe conduct in or around a moving bus will result in suspension from the bus. Portable speakers are not allowed on the school bus.

### **Monitoring Behavior**

Good conduct on the bus is an important safety factor. CUSD 201 approves the bus company's use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation of our students.

### **Bicycles**

Students who understand and abide by bicycle safety rules may ride bikes to school. Children should wear bicycle helmets. Bicycles are used only for transportation to and from school and are not taken from the rack during recess time. Bike racks are provided and it is imperative that all bikes be chained and locked. While bicycles are permitted, skateboards, roller blades/skates, scooters, and shoe skates are not permitted.

The following specific rules must be observed:

A bicycle rider must:

- Keep the bike in good safety condition.
- Walk the bike to the bike rack when on school grounds.
- Park bike at school at his/her own risk.
- Must cross streets with the crossing guards at intersections where guards are posted.



A bicycle rider must not:

- Ride double at any time.
- Ride bike on school grounds.
- Use any bike other than his/her own.

When a rule is violated, the bicycle owner will not be allowed to bring a bike to school for a period of one week.

### **School Safety Patrol**

Students should take advantage of the protection offered by the Safety Patrol by traveling to and from school during the times the patrols are on duty. The Village of Westmont provides adult crossing guards for the intersections of Cass Avenue and Norfolk Street, Cass Avenue and Quincy Street, Cass Avenue and Richmond Street, the BNSF tracks at Cass Avenue, and Chicago Avenue and Warwick Avenue. School patrol students are stationed only on the side streets. There are no crossing guards for Ogden Avenue because a bus is provided. In inclement weather, no student safety patrol will be outside.

### **Lost and Found**

Students' personal property should be adequately marked. A "Lost and Found" area is provided for misplaced articles. Students and parents/guardians are encouraged to check the area frequently. At the end of every quarter, all clothing left in the Lost and Found will be donated to a local charity.

### **School Property**

Students are expected to demonstrate respect for all school property. Books will be inspected periodically. All damages must be paid for according to the school fee schedule. Students are to respect public property as well as personal property of others at all times.

### **Personal Property**

Students are requested not to leave any money or personal items in their desks and/or lockers. Large sums of money or other valuables should not be brought to school.

### **Parties**

PTO can sponsor up to two grade-level parties per school year. The school requests that no food or beverages be brought to school during the year. To cover party costs, a fee may be collected by the PTO each year. Concern for liability does not permit us to dispense homemade and/or home prepared foods.

### **Student Birthday Treats**

In order to build healthy school nutrition awareness, birthday treats, such as candy and baked goods, will not be permitted to be brought to school by individual students. Please help support healthy school nutrition and Wellness. Students will be allowed to distribute invitations to other students during the school day if they invite the entirety of the class. This includes birthday invitations. Manning and Miller PTO's sponsor a school directory that can be used to communicate and send information outside the school day.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided



that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **ACTIVITIES:**

### **Band**

All fifth grade students are eligible to participate in the Elementary Band Program. Lessons are provided once a week. Arrangements are made with a reputable music dealer to provide a display of instruments so interested students and their parents can inspect and/or buy instruments. Students can rent instruments on a trial basis. Students are free to obtain band instruments from any source they choose. Specific details are provided at a general meeting in September of each year. Parents are responsible for arranging pick-up of students after all activities, except fifth grade band. All fifth grade band students will have access to bus service when they depart Westmont Junior High School. Dismissal times vary based upon club and activity planned. Please contact the school office for more information.

### **Clubs**

Clubs are formed according to student interest and availability of adult advisors. Examples of clubs include but are not limited to: Choir, Drama Club, Chicken Coop, Chess Club, Agriculture Club, Book Club, Sports Clubs.

### **Field Trips**

School/PTO sponsored field trips may be taken during the school year. Such trips are planned by classroom teachers to fit the scope and sequence of learning and approved curriculum. A student permission form allowing the student to go on the trip must be given, written or electronically, by the child's parent/guardian giving the student such permission before the trip is taken. A phone call will not suffice for a written note. Students without permission slips will be provided appropriate alternate educational activities at school on the day of the field trip.

### **Parent-Teacher Organization**

The mission of the Parent-Teacher Organization is to enhance student programs. The PTO is an active parent group in CUSD 201. Regular PTO attendance, active membership, and participation are beneficial to both the parents/guardians, the students, and the school staff. The Parent-Teacher Organizations in CUSD 201 elementary schools are instrumental in sponsoring a variety of programs for our students. Assembly programs, field trips, and book fairs are just a few of the programs that are organized or assisted by the PTO organizations. In addition, yearly contributions are often made for educational equipment. PTO meetings are open to all parents. All school parents are welcome to attend.

### **Volunteering in School**

There are many opportunities for parents to volunteer in our schools. In addition to PTO programs and activities, parents are encouraged to volunteer their services helping students in the classroom and assisting teachers with special projects. We recognize the demands on parents' time when they volunteer in school and how difficult it is sometimes to balance this time with the need to care for younger siblings during the school day. If the volunteer activity does not include working directly with students, parents are allowed to bring younger children with them to school. Parents who wish to work with students in an academic activity are asked to not bring younger children and siblings with them when they are volunteering, as it can reduce the effectiveness of the learning activity they are involved in. The School District made it mandatory that all



individuals involved with students have a valid ID and be scanned into a background check database. This is done for the safety of our students and to provide parents peace of mind when they send their children off to school. If individuals pass the background check, volunteering can occur. If individuals fail the background check, they will be asked to leave only after the police department fails to clear the individual.



# Part VII: Grades 6-8 (WJHS) Information

## WJHS Procedures

### Arrival

Students must remain in the Commons area between 7:45-8:00 a.m. Between 8:00-8:15 a.m. students will be assigned to various areas by grade level. Only students with passes will be permitted to leave the Commons. Students are not permitted to congregate on the brick area near the office. Once a student is in an area, he/she must remain there until the bell rings. Students are responsible for appropriate behavior and maintaining a safe and neat environment in their assigned areas.

### Attendance and Tardiness

Please call 630-468-8291 to report absences or late arrivals.

When calling in an absence, please be prepared to give the following information:

- Phone number at which the (parent/guardian) can be reached
- Student's Full name
- Student's grade
- Date of absence (month/date)
- Reason for absence
- Period(s) student will miss (full day, half day.)
- Your relationship to the student (mother/father/guardian)

When calling in an absence, a reason must be given. We are required to track illness trends in all schools as part of surveillance for local public health.

If your child has an accident that results in a concussion, requires stitches or orthopedic casting, and is unable to participate in physical education or recess, a physician's note is required. It is expected that if the student cannot participate in physical education, they also cannot participate in recess or after school sports.

### Bicycles

Bike racks are provided in front of the school entrance near the flagpole. For security purposes, it is imperative that all bikes be chained and locked. The school cannot accept responsibility for lost or damaged bicycles.

### PE Uniforms

Gym clothing must be worn every day, unless the teacher specifically indicates otherwise for a given day. Failure to wear the gym clothing will result in the reduction of the student's grade. Gym suits may be purchased at:



Holy Cow Sports, Inc.  
5004 Chase Ave  
Downers Grove, IL 60515  
630-852-9001  
Fax: 630-852-1901  
[www.holycowsports.com](http://www.holycowsports.com)

## Homework

Homework will be given at the discretion of the classroom teacher. Many students need the support of parents/guardians or older siblings at home in encouraging them to complete their assignments.

Teachers are available both before and after school to help students. Students are encouraged to take advantage of these opportunities. All assignments are to be recorded in an assignment notebook which they will receive the first day of school. Daily assignments can be found on the digital learning platform.

Homework Club is available on Monday, Tuesday, Thursday, and Friday from 3:15 pm until 4:15 pm to assist students in completing their homework. A 4:15pm bus is generally available to provide transportation home. Please check with the main office or your child's teacher about your child's participation in Homework Club.

## Lockers

Students may only use school-approved combination locks. Each student is assigned a hall locker and a gym locker with combination locks to secure his/her belongings. Students must keep the locker that is assigned to them and may not share lockers with one another. It is the student's responsibility to keep it locked at all times and to keep the combination confidential. All items left in the lockers are done so at the student's own risk. A student's school locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies and materials, and outdoor garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, they may search it with or without the student's knowledge or consent.

If a student loses a combination lock, he/she may purchase a replacement combination lock from the school office.

## Lost and Found

The lost and found table is located in the Commons. Students and parents are encouraged to check it regularly.

## Otus Parent Accounts

Parents/guardians are encouraged to monitor student grades through our Otus system. Families can go to [my.otus.com](http://my.otus.com) to create a family account. Select "Family" as the user type. Complete the required fields. Create your log-in and click finish. Navigate to the "My Student" tab. Select "Add Student". Enter the "student code", choose "relationship", and click "done".



## Office Helpers

Students may be asked to be an office helper during the school year. As an office helper the student may be excused from his/her class (unless the teacher feels that it would be in the best interest of the students to remain in class). The office helper will provide general assistance to the school secretaries and administrators. Tasks may include some filing, collating and stapling, mail sorting and delivering, and delivering messages to teachers and students throughout the building. Students are responsible for completion of any work missed during the time they are office helpers. Students should report to teachers before they leave for the day to get their class assignments.

## Parent Conferences

Parents are encouraged to use the Otus website to monitor their student's progress in class. Teachers update student progress weekly during the school year. In the Fall and Spring, parents have the opportunity to schedule conferences with their student's teachers during Parent Teacher Conferences. If a concern arises, parents/guardians may contact their student's grade level teacher team to schedule a conference dealing with a particular subject area.

## Telephone Use

During Panther Family, lunch, before, or after school, students may ask supervisors to go to the attendance office to get permission from the administration to use a school telephone if parents/guardians need to be contacted. Hearing impaired students should go to the SASSED D.H. office for permission to use the T.T.Y system. Students must ask a school staff member to use a cell phone once inside the building at any time.

Students and parents must communicate with the School Nurse's office for communication of illness or injury (630-468-8234).

## Student Service Learning Commitment

The Student Service Learning Commitment (SSLC) is a graduation requirement for all students earning a Westmont Junior High School diploma at the graduation ceremony and to participate in the school dance. Students perform this community service with an approved nonprofit organization, and must include the phases of preparation, action and reflection. Students at WJHS are required to earn:

9 SSLC hours by the first school day of the 2nd week of May of their 6<sup>th</sup> grade year.

12 SSLC hours by the first school day of the 2nd week of May of their 7<sup>th</sup> grade year.

15 SSLC hours by the first school day of the 2nd week of March of their 8<sup>th</sup> grade year, or a total of 36 hours over the course of their 3 years at WJHS.

Credit for Student Service Learning Commitment can be earned starting the summer after Grade 5 and must be completed by junior high school graduation. Students may earn SSLC hours in the following ways:

Active membership in approved school clubs; Early Act, Outdoor Environmental Science, Recycling, Student Council. Other clubs may be eligible for SSLC hours after administrative approval is given. Additional SSLC Information:



1. Student Service Learning Commitment activities are coordinated through the STAR class/teachers. Students should record their SSLC on the forms provided online on our WJHS website under Student Resources. For more information, contact your child's STAR teacher.
2. Students should strive to find a variety of SSLC activities in order to broaden their horizons. The idea is to find a way to help others, especially if the student chooses a responsible action to meet a need. It is an act that stresses the idea that it is better to give than receive. Helping the environment, an animal, a special habitat, and a community area constitutes community service. We are also looking toward recognizing support for local, state, regional, and international activities.
3. Verification of service performed during the first semester can be turned in throughout the semester year. Students find meaningful service-learning opportunities that result from direct action with recipients. Activities such as serving food at a soup kitchen, tutoring a child in reading or math, and playing the piano for residents of a hospital are examples of direct action.
4. All SSLC opportunities must be supervised by adults (who are not a relative of the student) representing nonprofit, tax exempt organizations. For profit nursing homes and assisted living facilities are the only exceptions to the nonprofit rule, and these require a pre-approval form to be filled out in advance. Student Service Learning Commitment activities are due to the grade level STAR/Resource teacher.

For more SSLC information, talk to your Panther Family/Resource teacher or visit:

<https://www.cusd201.org/wjhs/student-resources/service-learning>

## Military Service Obligation Exception

(In accordance with Board Policy 7.60, School Admissions and Student Transfers To and From Non-District Schools) The board of education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation.

## Accelerated Placement Program

The Board of Education has a policy regarding an Accelerated Placement Program (APP). To view the criteria and process, please visit the district website. Board Policy: 6:135

## General School Regulations

- Up to date student identification cards must be carried at all times. Students will present the cards to purchase lunch, attend after school dances, and ride the 3:20 p.m. bus routes. Students who do not have an ID with them must return to the main office to call their parent/guardian for permission to walk home or to inform the parent/guardian they will be staying in school until the 4:15 pm bus takes them home. If a student loses his/her ID card a new one must be purchased as soon as possible.
- Students are not permitted to go to the Media Center or nurse without a pass from their teacher.



- Gum chewing is allowed in certain areas of the building. Classroom teachers and supervisors will go over their specific rule on gum-chewing in their classrooms/building areas.
- Students may only use the washroom facilities during the passing periods except in an emergency. This is left to the discretion of the teacher.
- Students are not permitted to run, shove, or behave in any other inappropriate way in the hallways.
- Students are required to report after school for teachers when directed to do so.
- Only Westmont Junior High School current students will be allowed to attend school sponsored dances.
- All students must carry their assignment notebooks at all times and keep them up to date and presentable for teacher/parent perusal at any time.
- Students must ask permission from a staff member to use any type of telephone in the school. If cell phones are misused or seen by a staff member the telephone will be taken to the office. If a cell phone is seen and taken to the office a second time, a parent or guardian will be required to pick up the telephone from an administrator in the front office.
- Students are encouraged to dress in a manner that reflects their individuality and self-expression, that is also appropriate in an educational setting. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The Westmont Junior High Dress Code/Student Appearance Policy will be implemented in a way that ensures equitable access and avoids the marginalization of any student based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:160.

## Lunchroom Rules and Regulations

Students will present ID cards to purchase lunch. Students are expected to behave in a respectful and courteous manner that allows all students at lunch to quickly and efficiently receive and enjoy their food. Specific procedures and expectations are explained to students in the first days of school and are posted in the lunchroom throughout the school year. It is the responsibility of the student to know and follow these expectations.

## Schoolwide Progressive Discipline Model

WJHS utilizes a schoolwide progressive discipline model for minor classroom offenses and disruptions to the learning environment. The WJHS Schoolwide Progressive Discipline Model (SWPDM) intends to provide a common, consistent, and predictable way of responding to classroom-managed student behaviors in the learning environment. It is intended to be transparent for all stakeholders. The SWPDM also provides teachers opportunities to adopt the structure and implement it into the different content areas, remembering that students progress through a variety of environments throughout the school day.

The staff at WJHS is committed to creating safe and engaging learning environments and building authentic relationships with students in order to help all students succeed. SWPD is rooted in the belief that students want to do well in the classroom, but they need to be taught how to perform to standard (Frame, 2015).



## SWPD Process:

**Step 1:** 1:1 Conference between Student and Teacher

**Step 2:** Form Letter Home to Parents

**Step 3:** Phone call to parents and lunch detention assigned by administration.

**Step 4:** Phone call home to parents and after school detention assigned by administration.

**Step 5:** Phone call home to parents and two after school detentions assigned by administration.

**Step 6:** Referral to office and progressive discipline at the administrative level.

For more detailed information on the Schoolwide Progressive Discipline Model at WJHS, please visit the WJHS website at <https://www.cusd201.org/wjhs/about-us/progressive-discipline>.

## Bus regulations and Conduct (Includes Bus Stop)

Bus Service provided by Westway Coach.

The following rules should be reviewed with your student(s). The Board of Education expects that student conduct on school buses be in keeping with the high standards expected of students while they are in school. By Contract with Westway Coach, security cameras should be present on school buses to monitor student behavior. These surveillance videos may be used as law enforcement records by our district's school resource officer.

The bus driver is in full charge of the bus and its passengers at all times. All school rules and behavior expectations for students are applicable while traveling to and from the bus stop, waiting at the bus stop, boarding the bus, riding, and disembarking from the bus. In addition, violations of the below regulations may result in disciplinary action by school administration.

- No portable speakers are allowed on buses
- Students will address bus drivers in a courteous manner
- Students may ride only on their assigned bus. Students must have a written note signed by their parents to the front office if they need to take a different bus route home. This must be approved by an administrator
- Students may only enter and exit the bus at their assigned stop
- Students must be at the assigned stop five (5) minutes prior to scheduled pick-up
- Students must be courteous to students and neighbors at bus stops
- Loud talking, singing, or profanity is not allowed
- Students must always remain in their seat while the bus is in motion
- Eating, drinking, or smoking is not allowed on the bus
- Throwing objects in, out of, or at any bus is prohibited
- Jr. High students must carry and show their ID's to board the afternoon bus. If students do not have their ID they will be asked to go back into the building and report to the attendance office. They will be asked to call home to let a parent/guardian know they will be taking the 4:15 pm bus home. The student's parent/guardian may give office personnel verbal permission at that time for the student to walk home. At the beginning of the year new ID cards may not be available. If bus behavior becomes a problem, supervisors will begin to seat students once again



- Payment of damage incurred to the bus by students is the responsibility of the parent.

The administration or Board of Education has the legal rights to deny student transportation if his/her conduct warrants such action, in which case the parents become responsible for seeing that the student arrives to and from school.

Consequences: Inappropriate bus behavior may result in, but is not limited to: Verbal warning, Assigned seat, Parent contact, Bus suspension, Student contract, and Permanent removal from bus, Social Probation, Suspension, or

Expulsion. In addition, under appropriate circumstances, the administration has the authority to withdraw the privilege of providing transportation and implementing other disciplinary actions, regardless of the number of prior referrals.

1. First referral: Appropriate intervention at the discretion of the administration up to three days suspension from the bus.
2. Second referral: Appropriate intervention at the discretion of the administration up to five days suspension from the bus.
3. Third referral: Appropriate intervention at the discretion of the administration up to a ten day suspension from the bus and/or from school.

**\*\*Recommendation for expulsion or long-term suspension from the bus or from school may be made to the School Board.**

## After School Activity Bus

Our after school activity bus (4:15 and 5:15 pm) will follow an established route. The stops for the activity buses may be different for students than the normal school dismissal routes that depart approximately 3:25 pm. Please refer to bus route information that will be distributed to students at the beginning of the school year that will list the stops that will be utilized.

## Personal Cell Phone and Smart Watch Usage

Students are permitted to use personal cell phones and Smart Watches before and after school. These devices may be used during lunch if permitted by the supervisor.

If a student needs to contact home he/she may ask the teacher to use the phone in the main office.

Student cell phones are to be kept “off and out of sight” during all school hours besides those listed above.

Inappropriate cell phone use during school is subject to the WJHS Schoolwide Progressive Discipline procedures, as well as the following consequences:

- 1st offense: Phone confiscated by staff and returned at the end of class.
- 2nd offense: Phone confiscated by staff and may be picked up from the office at the end of the school day by the student.



- 3rd offense: Phone confiscated by staff and parent/guardian contacted to pick it up from the main office.

Refusal to surrender an electronic device to a staff member will be considered insubordination and may result in further discipline.

## Dress Code at WJHS

Students are encouraged to dress in a manner that reflects their individuality and self-expression, that is also appropriate in an educational setting. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The Westmont Junior High Dress Code/Student Appearance Policy will be implemented in a way that ensures equitable access and avoids the marginalization of any student based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:160.

**1. Basic Principle:** Certain body parts and all undergarments must be covered for all students at all times. Clothing must cover areas from one armpit across to the other armpit, down to approximately the upper thighs (see section 2). All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

### **2. Students Must Wear, while following the basic principle of Section 1 above:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

### **3. Students May Wear, as long as these items do not violate Section 1 above:**

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Pajamas when approved by administration for school activities
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Hoodies/Zip Up hoodies, but a student cannot have the hood up over a students’ head

### **4. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- Images or language depicting or promoting illegal activity.
- Images or language that is hate speech or derogatory.
- Images or language that is lewd, profane, or pornographic.
- Headwear, including hats, hoodies, and caps, are not allowed except for those from established religious groups, those necessary for personal health reasons, and/or those for established school spirit days, or other reasons approved by school administration.



- Attire that is deemed to be a representation of gang affiliation may be restricted by building administration.
- Clothing that reveals visible undergarments
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

Based within the parameters listed above, the administration, with the support of other staff as appropriate, will determine what constitutes appropriate dress.

## 5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation above. Students in violation will be provided two (2) options to be dressed to code during the school day:
  - o Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - o If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
  - o In the case where students still do not adhere to the guidelines, they will not be allowed to attend class.
- School staff shall not enforce the school's dress code more strictly against any particular group of students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - o kneeling or bending over to check attire fit;
  - o measuring straps or skirt length;
  - o asking students to account for their attire in the classroom or in hallways in front of others;
  - o calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - o accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies and dances. Student athletic apparel will be defined by safety and competitive performance standards. Information regarding Student Appearance can be found in Board Policy 7:160.

## Honors Geometry at Westmont High School for Current 8th Graders

Select 8th graders will have the opportunity to take Honors Geometry at WHS. Honors Geometry will always



be taught by a WHS State of Illinois licensed 9-12 math teacher. At the conclusion of this year-long class, students' final year grades and earned credit (1.0) will be posted to their official WHS high school transcripts.

Since Honors Geometry is an honors level class, the grade from this course will be weighted accordingly (please see the "Grades/Grade Scale" section of the WHS Student Handbook for more information). Students will begin their high school careers with a high school grade point average and earned credit. However, per the WHS policy related to valedictorian and salutatorian, grades from classes taken outside of the 7-period school day during students' 4 years of high school will not be factored into the quality points used to determine the class valedictorian and salutatorian.

## Recognition & Awards

### Honor Roll

As of the 2024-2025 school year, report card grades will be calculated for the GPA at the end of the each semester. Parents/guardians are urged to view updated grades in Otus throughout the year, as well as at the mid-year mark.

Following is a list of current honor roll criteria and awards given during the school year to full-time students.

- High Honor Roll: 3.857 - 4.0
- Honor Roll: 3.571 - 3.856
- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

Current year GPA formula will include class credit weight.  
Full year class = 1 credit  
Semester class = 1/2 credit

## Graduation Ceremony Awards

### Presidential Academic Fitness Award

Eighth grade student(s) earning a minimum GPA of 3.7, every semester for the first five (5) semesters, during their junior high school experience and an overall placement of "Late 8" on the iReady Diagnostic Assessment in Math or Reading. Each student meeting this criterion will be awarded a gold braid that will be worn during the graduation ceremony.

Graduates who have had a GPA of 3.571 (Honor Roll) for each semester of the entire eighth grade year will be awarded a white braid that will be worn during the graduation ceremony.



### **Vivian Turner Academic Achievement Award**

This award is given annually to the eighth grade student(s) with the highest grade point average for the sixth, seventh, and eighth grade years. All classes taken will be graded on the junior high school's 4 point grading scale. All semester grades will be used to determine the Vivian Turner Award recipient. All students must have a complete Westmont Junior High School schedule to be eligible for this award.

### **Principal's Award for Academic Excellence**

An eighth grade student earning a minimum of 3.857 (High Honor Roll) G.P.A. for both semesters of his/her eighth grade year.

### **Loss of 8th Grade Celebrations**

Three out of six F's in Social Studies, Science, Math, Literacy (will count as one overall grade), Exploratory, and PE classes will prohibit students from attending the 8th Grade Dance/Graduation Ceremony. Administration will contact and communicate with parents and students that are in jeopardy of losing this privilege.

## **Awards Day Assembly Recognition**

### **Subject Area Awards**

- Excellence
- Citizenship
- Outstanding Effort

Awards for these three categories are given by every department at all three grade levels as determined by the teachers.

### **American Legion and Illinois Principal's Association Awards**

The American Legion and the Illinois Principal's Association awards are designated to the top eighth grade students (1 boy, and 1 girl), demonstrating courage, honor, leadership, patriotism, scholarship and service. These award recipients are recommended and voted on by members of the 8th grade academic team.

### **Mary Bradley Fisher**

Fisher Gymnasium is named in memory of Mary Bradley Fisher who began her teaching career with Community Unit School District 201 in 1950. She taught Physical Education to the students of CUSD 201 for thirty years. Mrs. Fisher was known for her dedication to her students and their needs.

### **Vivian "Bud" Turner**

The Vivian Turner Academic Achievement Award was created to honor the memory of Vivian "Bud" Turner who taught in CUSD 201 from 1945 until 1978. Her area of expertise was social science. Ms. Turner was appreciated for her ability to make the topics of social science real for her students.

### **Keith A. Becker**

Mr. Becker was principal of Westmont Junior High School from 1977 to 2000. To commemorate his tenure and service to Westmont Junior High School, the school commons has been named "Becker Commons" and the "S-curve" portion of Blackhawk Drive has been renamed as the Honorary Keith A. Becker Drive. Mr. Becker



has been the longest serving principal in the history of Westmont Junior High School. Mr. Becker was instrumental in developing the rules and policies of WJHS as well as the caring and nurturing environment that allow our students to achieve the best possible education.

The Becker Summer Scholarship Award was created to recognize Mr. Becker's love and dedication to music at Westmont Junior High School. Each year two deserving students from the Band and Choral programs are selected to receive this award. Students may use this scholarship to enroll in a summer camp, private lessons or other music related summer activity



# Part VIII: High School Information (WHS)

## COUNSELING SERVICES

The Counseling Department provides students with information about how to maximize their academic and extracurricular opportunities at Westmont High School. School Counselors will help students make successful high school, college, and career transitions. Students are encouraged to share their needs and experiences with their school counselor.

## CREATING A FOUR-YEAR PLAN

In creating a four-year plan, priority must be placed on ensuring that Westmont High School graduation requirements are met. Specific requirements are listed in this handbook, in the course selection book, and on the Westmont High School website. Satisfying college entrance requirements must be a second priority.

It is always recommended that the student visit individual college and university websites to review specific entrance requirements.

Parents and teachers can be very helpful in developing a four-year program consistent with a student's abilities and expectations. School counselors will help oversee this process. A copy of the four-year planning worksheet is available on the Counseling Department website.

All students should link their course selections to possible career pathways. Maia Learning is a helpful resource available to WHS students through the Counseling Department.

Planning high school courses as early as possible is strongly encouraged. Doing so will ensure that a student is taking courses in the proper sequence.

This is particularly important if a student wishes to enroll in Technology Center of DuPage courses or other sequenced courses as a junior or senior.

## CREDIT MONITORING SYSTEM

The most effective system of monitoring students as they make progress toward graduation is one that involves teachers, parents, and students. Each has a role with important responsibilities. Outlined below is the system which defines the school's responsibilities.

### **8th grade:**

1. A four-year plan is discussed with all 8th graders as they choose courses for freshman year.



**9th grade:**

1. School counselors review curricular choices throughout students' freshman year.
2. School counselors review first semester grades and revisit the four-year plan during course selection appointments. Consideration of post-high school plans are made, and course selections are adjusted accordingly.

**10th grade:**

1. School counselors review curricular choices and grades throughout students' sophomore year.
2. School counselors review the four-year plan and consider post-high school choices as well as choices for junior and senior year during individual course selection appointments.

**11th grade:**

1. School counselors review curricular choices and grades throughout students' junior year.
2. School counselors complete a credit check with each junior and make adjustments in the course requests for senior year to accommodate needed graduation requirements. The four-year plan is also reviewed, especially as it relates to specific college entrance requirements.

**12th grade:**

1. School counselors review the students' credit checks during individual senior counselor appointments.
2. School counselors contact the parents of all students in jeopardy of not graduating on time.
3. School counselors review senior failures after first semester grades are reported and make adjustments to student schedules as needed for graduation.

## COLLEGE PLANNING

Preparation for college begins when a student is in 8th grade during the high school course selection process. Students should enroll in the most rigorous academic program appropriate for them. College admission requirements state only the minimum academic preparation desired by the college or university. It is advisable to present credentials beyond these minimums to increase chances of admission.

Admission requirements can change frequently. Students should communicate with their Westmont High School counselor AND colleges of their choice early in their high school careers.

Four years of English, Mathematics, and Science, three years of Social Science and two to four years of World Language would present a favorable transcript. In addition, many colleges and scholarship agencies also consider students' involvement in extracurricular activities and community organizations when selecting members of their freshman class or award recipients.

## COURSE SELECTION PROCEDURES



Each January, students enter their initial course requests online through Skyward. Parents also have access to view and update student courses. As a follow up, individual appointments are scheduled with school counselors to review and approve students' course selections. These meetings are critical to ensure that students are on track to meet WHS graduation requirements.

During the month of March, copies of student course requests are mailed home for final review. Students and parents are asked to sign the Course Selection Review Form and note their approval or suggest any changes.

Classes are scheduled on the basis of these requests, so it is imperative that appropriate decisions regarding course selection are made. Questions about the course selection process should be directed to the students' school counselor.

## SCHEDULING & SCHEDULE CHANGES

Westmont High School administration and school counselors reserve the right to adjust any student schedule to better meet the needs of the overall school schedule due to the complexities of arranging teachers' schedules, balancing class sizes, etc. The Main Schedule of classes is based on completed course requests from students and is considered by the administration to be final.

School counselors are available one week prior to the beginning of the school year to address schedule concerns. Changes in course requests or class assignments will NOT be accepted for any of the following reasons:

- to accommodate a job schedule
- missed summer assignments
- to change teachers
- to have a first or last period free
- to change classes to be with friends
- to change a lunch period

Only in cases of significant change in future plans will student schedules be changed. A consultation with the principal will be required to make such a change.

## DROPPING COURSES

After initial course selections have been completed, students may request to drop a course only if they are enrolled in the maximum (7) number of courses per semester. Requests to drop a course are submitted to the student's assigned school counselor.

Students who drop a course after 7 days for the first semester and 5 days (applied to semester courses only) for second semester will show a "W" (during the first or third quarter) or "WF" (during the second or fourth quarter) on their permanent record and be assigned a study hall.

Students enrolled in year-long courses will not be allowed to drop at the end of the first semester without administrative approval.



## **ADDING COURSES**

Students will be allowed to add courses ONLY from the list of open classes available at the beginning of the year in the counselors office.

Only classes available during the scheduled study hall times will be considered. No schedule rearrangements will be considered unless the class involved is required for graduation and the student is a senior.

## **REPEATING /AUDITING COURSES**

A course may be repeated for credit in two instances: 1) when the student has failed the course and needs to take it again, and 2) when the course is designated as a repeatable elective class.

Both the grade received and the credit earned for repeating the course (as well as the original grade and credit received in the course) will be used in computing the student's grade point average. The student's transcript will indicate the first grade and credit earned as well as the second grade and credit earned.

Students who wish to repeat a nonrepeatable class may do so without earning additional credit and an improved grade. The final grade will be listed on their transcripts as an audit (AU).

## **EARLY GRADUATION**

Students who wish to be considered for early graduation must apply in writing during the course selection period of the year preceding graduation. All written requests must be submitted to the Counseling Department prior to February 15th. Providing they plan to finish seven semesters of high school and meet all graduation requirements, students will be eligible for early graduation approval.

A student conference will be held with the principal to discuss the student's request. At that time, the student must present, in writing, a detailed program for his/her educational and/or occupational future plans along with a record of all previous course work and requirements that yet need to be taken.

Early graduation is subject to the final approval of the principal.

Graduation ceremonies are held at the end of the second semester for all graduates even if they meet requirements early. Students who have been approved for early graduation and who have completed all credit requirements may not participate in any extracurricular activities, but may participate in graduation ceremonies after completing their last semester.

## **ALTERNATE CREDIT (Summer School/Evening Classes)**

Students who wish to take high school summer or evening classes may enroll in Alternate Education Programs. Some reasons for pursuing additional classes may be:

1. The classes make up failed classes.



2. The classes permit a student to take additional classes at Westmont High School.

Students planning to go to TCD, for example, may want to take summer school classes in order to satisfy graduation requirements prior to attending TCD.

Students who are in band or choir may want to take alternate classes in order to fit all of their graduation requirements as well as their desired electives into their four-year plan. Additionally, students who want to accelerate a sequence of courses, math for example, may take summer school classes if their requests are supported by good grades and teacher recommendations.

To receive alternate credit, students must first obtain an Approval for Posting of Alternate Credit Form from the Westmont High School Counseling Department website (under Documents and Forms) and receive approval from their school counselor and the principal PRIOR to beginning the course. Approval depends on similarity of course content and difficulty.

Approval guarantees that the grade will be posted regardless of the outcome. Students who receive a failing grade for the lack of attendance or effort will have the grade posted on their high school transcript. GPA will be affected. Students who do not obtain prior approval for alternate courses will not have the course name or grade posted on their transcript.

Additional requests can be directed to the WHS Counseling Department and administration.

## TRANSCRIPT REQUESTS

Current WHS students may request their official transcripts be sent to college/university institutions using the Maia learning system. Any questions regarding this online process may be directed to WHS counselors or registrar. There is no fee for official transcripts requested using this system.

All requests for transcripts from former WHS students must be in writing. E-mails are NOT acceptable. Please use the WHS Request for Student Records Form, which is available on the WHS Counseling Department website. Unofficial transcripts can be given to individuals; official transcripts must be mailed directly to another institution.

There are three ways this can be done:

- Come to the Westmont High School registrar's office between 8:30 am and 3:30 pm to fill out a form. When requesting an official transcript, please make sure to have the name and address of the institution requesting your transcript.
- Fax your written request to 630-654-2758. Print your name (the way it was when you were a student here); year of graduation or dates of attendance; date of birth; your daytime phone number; the address of where you want the transcript sent; and your signature.
- Mail a written request to:



Registrar  
Westmont High School  
909 Oakwood Drive  
Westmont, IL 60559

***Include all the information listed above.***

Please keep in mind that there is a \$5 fee to process each official transcript. Requests are usually processed within three business days.

## GRADUATION REQUIREMENTS

Westmont High School graduation requirements are approved by the Community Unit School District Board of Education and meet the standards set by the Illinois State Board of Education.

A. Numerical Requirements: Every student must successfully complete 22 credits to meet graduation requirements.

B. Area requirements: The 22 credits needed for graduation must be earned as shown below:

<u>Subject Areas</u>	<u>Credits Total Credits</u>		
English	English 9	1.0	
	English 10	1.0	
	English 11	1.0	
	English 12	1.0	
	<b>Subject Total</b>	<b>4.0</b>	
Mathematics	Six Semesters	0.5 each	3.0
Science	Four-Six Semesters	0.5 each	2.0-3.0
	<i>(depending on course of study)</i>		
Social Science	Social Science Elective	0.5	
	Social Science Elective	0.5 (non U.S.)	
	U.S. History	1.0	
	Government	0.5	
	Consumer Economics	0.5	
Constitution Test	Pass Standardized Assessment		
	<b>Subject Total</b>	<b>3.0</b>	
Physical Education <sup>1</sup>	PE - 6 Semesters	3.0	
	Health - 1 Semester	0.5	
	Drivers Ed <sup>2</sup> - 1 Quarter	0.25	
	Swim <sup>3</sup> - 1 Quarter	0.25	



**Subject Total 4.0**

Fine Arts                      Fine Arts                      0.5

Business                      One Semester Class                      0.5

TOTAL SUBJECT AREA REQ. =                      17.0-18.0

TOTAL REQUIRED ELECTIVES =                      4.0-5.0

**TOTAL GRADUATION REQ. =                      22.0**

Except for Driver's Education and Swim classes, a semester course is awarded .5 credit.

By law, students who have not passed eight classes in the previous two semesters may not be enrolled in Drivers Education. Students who get a license without taking Dr. Ed. at WHS must take PE.

Passing of one (1) quarter of swimming is required for graduation.

## ADDITIONAL GRADUATION REQUIREMENTS

All students are required to comply with State of Illinois testing laws in order to graduate. High school students must take the SAT college-entrance exam on the assigned school testing date. The SAT assesses English, reading, writing, and math.

Beginning with the 2020-2021 school year, in addition to any other requirements under the Illinois School Code, as a prerequisite to receiving a high school diploma from a public high school, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a Free Application for Federal Student Aid with the United States Department of Education or, if applicable, an application for State financial aid.
2. On a form created by the State Board of Education, file a waiver with the student's school district indicating that the parent or guardian or, if applicable, the students understands what the Free Application for Federal Student Aid and application for State financial aid are and has chosen not to file an application under paragraph (1)

The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account.

The district excuses any student from engaging in any physical activity components of a physical education course during a period of religious fasting if the student's parent or guardian notifies the school principal in writing that the student is participating in religious fasting. The district also honors excuses signed by persons licensed under the Medical Practice Act of 1987, and has adopted a policy defining the types of parental excuses it will deem appropriate, which must include, but not limited to, reliance upon religious objections. If the board has established a policy to excuse students from physical education for any other reason, the policy allows for students to be excused only for those reasons and grade levels as authorized by statute.



## THE SEMESTER SYSTEM

The Westmont High School year is divided into two semesters. Courses are organized around an 18-week marking period. Students will receive a grade in progress at the end of 9 weeks of work and a final grade (with credit assigned) after 18 weeks. Generally, final examination will count for approximately 20% of a student's final grade in a course.

## GRADES/GRADE SCALE

Any one of five grades is given by assigned teachers at the completion of each course. No plus or minus grades are assigned.

Transfer grades from other high schools that might have received plus or minus grades will not be listed as such on the WHS transcript. Only letter grades will be posted. Students' grade point average will then be calculated according to the WHS calculation method (see below).

Grades for each course will be calculated using the following percentage scale.

**A =90-100** Student work is above expectancy, more than usual effort is made, quality of work is consistently excellent, student demonstrates a strong desire and performance to do superior work.

**B=80-89** Quality of work is very good, student successfully completes all of the acceptable standards.

**C =70-79** Student work is average; the quality of work warrants the earning of credit hours in the course.

**D =60-69** Generally below standards, though the student has made an effort to complete assignments and participate in class. Minimum level at which teachers can approve credit.

**F=0-59** No Credit. The student has not satisfied minimum course standards.

## INCOMPLETE GRADES

An Incomplete represents work not completed by the end of the quarter or semester. Incompletes are given only in extraordinary circumstances as approved by the Counseling Department and a WHS administrator. This work must be made up within the first two weeks of the following quarter and the Incomplete changed to a grade. If the work is not made up by the end of the 2-week period, the grade will be changed to an "F." An Incomplete will prevent eligibility for Honor Roll. In extreme medical situations, other accommodations may be provided as approved by the Counseling Department and a WHS administrator.

## GRADE POINT AVERAGE

Students' grade point average (GPAs) will be calculated at the conclusion of each semester on a 4.0 scale. Students will be assigned both an unweighted and weighted grade point average.



The following points will be assigned to students' weighted grade point averages for each letter grade they receive:

Letter Grade	Regular Class	AP/Honors Class
A	4 Points	5 Points
B	3 Points	4 Points
C	2 Points	3 Points
D	1 Point	1 Point
F	0 Points	0 Points
W	Not Applicable	Not Applicable
WF	0 Points	0 Points
AU	Not Applicable	Not Applicable

- W – withdraw; WF - withdraw fail; AU - audit

### Grade Point Averages and Graduation Honors (effective starting with the Class of 2021)

Individual class rank is not printed on student transcripts, publicly announced, or posted in any manner.

Both the cumulative weighted and unweighted grade point average appear on students' transcripts.

Two graduation ceremony speakers are selected by a staff committee from a pool of student applicants who have earned cumulative weighted grade point of a 3.5 or above after their seventh semester.

At graduation, students are recognized for having a cumulative weighted grade point average of 4.0 or higher (magna cum laude) and cumulative weighted grade point average of 3.500-3.999 (cum laude) after their seventh semester in high school.

### PARTICIPATION IN COMMENCEMENT CEREMONY

Students participating in the spring commencement ceremony must fulfill all Westmont High School graduation requirements as indicated in CUSD 201 school Board Policy 6:300. No exceptions will be made to this policy. Students with specific IEP stipulations may participate in the commencement ceremony and receive a Certificate of Attendance. Please refer to "Education of Children with Disabilities."



## ADVANCED PLACEMENT COURSES

Advanced Placement offerings are college-level courses approved by the College Board. These selections are the most academically rigorous experiences available to WHS students. These classes require a high degree of self-discipline and the ability to meet demanding expectations within an invigorating and challenging environment.

Advanced Placement classes offer students the opportunity to start to develop a college transcript while still attending Westmont High School. Therefore, it is important that WHS students consider all of the implications of college-level coursework before requesting a class.

The following guidelines apply to students scheduled to take an Advanced Placement class.

- ❖ Advanced Placement courses must be approved by a school counselor and a member of the department related to the course being taken
- ❖ Students are responsible for maintaining the pace of the class. Enrolling in Advanced Placement offerings will often require students to complete summer assignments in preparation for the beginning of the fall semester.
- ❖ Advanced Placement courses can only be requested during the initial course selection process (Jan/Feb for current students). Students new to the district and with the proper preparation may be considered for Advanced Placement courses if enrolling after the Jan/Feb course selection time period.
- ❖ Students are encouraged to purchase the appropriate textbooks for these classes. Students may then annotate their texts and build their personal academic libraries.

Students enrolled in Advanced Placement courses are undertaking a college-level course of study and are strongly encouraged to take the culminating examination/assessments, which are offered in May. The course expectations and classroom assessments are intended to prepare students for these tests.

## TECHNOLOGY CENTER OF DUPAGE

Students at WHS have the opportunity to select vocational education programs that reflect labor market trends and student interest. About 5% to 10% of the juniors and seniors will take classes at Technology Center of DuPage, the area vocational center.

Technology Center of DuPage is a technology-based career training facility. It provides a variety of sophisticated, career training programs that allow students to train at a higher level than can be provided at WHS. The College of DuPage allows Technology Center of DuPage students to apply for articulated credit in some of its programs.

## WHY DO STUDENTS SELECT THE TECHNOLOGY CENTER OF DUPAGE?

Most students who choose Technology Center of DuPage want advanced training that will enhance their opportunity for employment. Many Technology Center of DuPage students will continue their education in a related program at the College of DuPage.



## **WHEN DO I APPLY TO THE TECHNOLOGY CENTER OF DUPAGE?**

Students may apply to Technology Center of DuPage when they are sophomores and/or juniors. Students who are not accepted as sophomores may reapply as juniors. Students who select one-year programs should also apply their junior year.

## **HOW DO I APPLY TO THE TECHNOLOGY CENTER OF DUPAGE?**

All applicants must complete the following:

1. October or November - Attend the Technology Center of DuPage sponsored field trip.
2. January - Attend the January Open House

## **IS EVERYONE WHO APPLIES TO THE TECHNOLOGY CENTER OF DUPAGE ACCEPTED?**

All students interested in attending classes at the Technology Center of DuPage during their junior and/or senior year must submit a WHS internal TCD application during the course selection process the year before they would like to attend TCD.

The number of students that are permitted to go to Technology Center of DuPage varies each year. Approximately 25 students are usually accepted. Students must be on track to complete their Westmont High School graduation requirements and meet all other criteria listed on the Westmont High School TCD application. Final approval is determined administratively.

## **INDEPENDENT STUDY**

Students who demonstrate an interest and proficiency in a given subject area may work independently on topics selected through a cooperative effort by the teacher and the student, as long as the teacher is agreeable to such an arrangement. Credit is granted on a pass/fail grading scale for such an academic venture. Information is available from specific subject area teachers and in the Student Course Selection Handbook. To apply for an independent study course, a student must file a complete Independent Study Application with the Registrar.

## **HONORS MATH 3 AT WHS FOR CURRENT 8TH GRADERS**

Select 8th graders will have the opportunity to take Honors Math 3 at WHS. Honors Math 3 will always be taught by a WHS State of Illinois licensed 9-12 math teacher. At the conclusion of each semester of this year long class, students' final semester grade will be sent to their junior high school to be posted on their junior high report card. Students will NOT earn high school credit for this class. Any student enrolled in a private junior high school who is eligible to take this class will have to enroll in WJHS as a partial day student in order to be enrolled in this WHS class.

## **COLLEGE OF DUPAGE**

The procedure for early admission for a high school student to take college classes at the College of DuPage is outlined on the COD website: [http://www.cod.edu/early\\_admission](http://www.cod.edu/early_admission).



With prior approval (see Alternate Credit section of this handbook), students may receive credit on their WHS transcript.

## STANDARDIZED TESTING INFORMATION

Information about standardized testing for high school students can be found on the Westmont High School website, specifically in the daily announcements, calendar, and/or the Counseling Department website. As Westmont High School receives information from the State of Illinois and/or testing organizations, updates will be posted online.

Students who wish to take additional, elective standardized test such as the ACT and/or the SAT on national test dates will need to register for them independently through each testing organization's website.

To register for a National ACT exam, students should visit [www.actstudent.org](http://www.actstudent.org). Please note that our Westmont High School code is 144-363. To register for a National SAT exam, students should visit [www.collegeboard.org](http://www.collegeboard.org). Please note that our Westmont High School code is 144-363.

## Course Substitutions and Accelerated Placement

### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.<sup>2</sup>
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.<sup>3</sup>



## Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

## Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program.<sup>6</sup> A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

## Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:



- a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

## Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

## Military Recruiters & Institutions of Higher Learning

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

- Come to the Westmont High School registrar's office between 8:30 am and 3:30 pm to fill out a form. When requesting an official transcript, please make sure to have the name and address of the institution requesting your transcript.
- Fax your written request to 630-654-2758. Print your name (the way it was when you were a student here); year of graduation or dates of attendance; date of birth; your daytime phone number; the address of where you want the transcript sent; and your signature.
- Mail a written request to:

Registrar  
Westmont High School  
909 Oakwood Drive  
Westmont, IL 60559

***Include all the information listed above.***

Please keep in mind that there is a \$5 fee to process each official transcript. Requests are usually processed within three business days.

## DANCES

Westmont High School students and their guests (includes dates only) will be admitted to school sponsored dances.

1. Junior High School students are not allowed to participate in high school activities, including dances.
2. Any person who leaves the building during a dance will not be able to re-enter the dance.



3. An approved copy of a plan for a dance must be on file in the office three days in advance of the dance.
4. There shall be at least two faculty members (male and female) at each dance.
5. All dances during football and basketball season shall end by 10:30 P.M., including clean-up.
6. Only students currently enrolled in high school are allowed to attend. Students not enrolled at WHS must go through a preapproval process and submit a current ID card before being admitted.
7. Dances will be granted at the discretion of the administration.
8. All lighting must be approved by the administration and the advisors.
9. One faculty member shall be present when students are in the building preparing for the dance.
10. All school rules are in effect during school dances.
11. Homecoming, Prom and other formal dances: High school students enrolled at other high schools must be approved by the Administration prior to attendance. Any other guests must be approved by the Administration. See the Administration for details.

## DRIVING PRIVILEGES AND RESPONSIBILITIES

A student wishing to drive a car to school and/or park in the school parking lot must obtain a parking permit from the Dean's Office before driving to school. Student permit parking is allowed between 7:00 am to 3:00 p.m. Any car parked without a school parking permit or parked in the wrong space will be ticketed. Students are not allowed to park in the staff parking lot.

Other students may request special permission from the administration for demonstrated need. Students having obtained driving privileges can lose those privileges if they park improperly or drive in any manner considered unsafe, or unnecessary; including the squealing of tires, excessive speed, unnecessary engine noise or other unacceptable driving behavior as determined by the administration. Driving privileges can be revoked for a student being in or near their car during the school day.

When students arrive at school they should park their car and proceed directly into school. Students will not be allowed to go to the parking lot to retrieve forgotten items during school hours.

Cars parked without a permit will be ticketed. School authorities may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school property owned and controlled by the school and personal effects left in these places, without a search warrant and without the notice and consent of the student. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. (IL School Code 5/10-22.6 (e)).

Students are not permitted to drive or be a passenger in a car to the Technology Center of DuPage without the written permission of the parent/guardian and a school administrator.

Students being picked up or dropped off for sports must use the South side entrance (**door #21- student entrance**). This applies to parents picking up and dropping off students for school as well.

## FIELD TRIPS/STUDENT TOURS POLICY

Student participation on a field trip is optional. Students are to consider their current absence record, academic standing, content/assignments missed, as well as future obligations requiring absence from class, when planning to attend a field trip. The decision to participate should reflect sound judgment.

Students choosing to participate are responsible for making up assignments missed in a timely manner, as determined by the classroom teacher. Parents, sponsors, and teachers should encourage students to make prudent decisions regarding optional participation.

Students who know in advance that they will be out of class for a school field trip must make every effort to discuss with teachers how they can make up their work prior to leaving. Final permission for field trips will be determined by the administration on an individual basis. Students who do not attend the field trip are responsible for any appropriate associated assignments.

Behavior that violates Westmont High School expectations for students on a Westmont High School sponsored field trip will result in consequences in accordance with Westmont High School policies and procedures.



## LOCKERS

A locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, hats, and outdoor-wear. Students are assigned to lockers for multiple years. No locker fee is charged; however, students will be required to pay for unnecessary damage to the lockers. Students must keep their lockers clean.

## GYM LOCKS AND LOCKERS

Students will be required to have a combination lock for use on their gym locker. Locks will be available for purchase for those students not having a lock. All P.E. students will be provided a locker in the student P.E. locker room. Male student athletes will use the athletic students' locker room only during athletic activities (after school). It is the student's responsibility to make certain that the lock and personal belongings are secure.

## PHYSICAL EDUCATION POLICY OF PARTICIPATION

Because physical education is, by its nature, a participatory course, a student's attendance and active involvement is given a good deal of consideration when grades are calculated at the end of a grading period. Therefore, regular attendance and participation is required. Absences are handled in the following manner:

### EXCUSED ABSENCES

1. Documented (doctor, nurse or parent note) illnesses or injuries of short duration must be made up to avoid a failing grade if such absences exceed seven days in a nine-week course or 14 in a semester course. If a student abuses this policy, such absences may be noted as unexcused and graded accordingly.
2. Students excused from participation in physical education activities (as noted by a physician due to extended illnesses or injuries) will be provided alternate assignments in physical education (scorekeeping, report writing, etc.). A typical instance of this nature would refer to any student unable to participate for two weeks or more.

### UNEXCUSED ABSENCES: (NON-PARTICIPATION)

After one (1) unexcused absence, students will lose one (1) letter grade per absence. An unexcused absence includes, but is not limited to, the following: refusing to dress or participate, being truant, forgetting gym apparel, or offering an excuse that is lacking in substance. After the second and fourth no dress, the teacher will notify the parent/guardian of failure to participate.

Bracelets, necklaces and jewelry are not to be worn during physical education activities. Personal belongings are to be locked in the student's locker during the activity period.

No running is allowed in the shower and locker room areas. No one is to enter the restrooms or locker rooms during activity periods without permission from the instructor.

## ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM

Academic dishonesty, cheating, and plagiarism are serious matters that challenge each student's goal of being responsible.

These may include one or more of the following actions:

1. Copying computer internet materials or software without proper documentation or in violation of copyright law.
2. Summarizing material without acknowledging the source.
3. Representing the work of someone else as one's own work
4. Obtaining or accepting a copy of a test or answers to a test.



5. Copying another student's homework or test answers; or providing work or answers to another student.

In short, any action intended to obtain credit for work not one's own is dishonest. Students who engage in such dishonesty may be penalized by receiving a grade of "0" for the assignment. Repeated offenses could result in a grade of "F" for the course.

## DRIVERS EDUCATION

Most rising sophomore students take the required Driver's Education course at Westmont High School. While the classroom portion of Driver's Education is a WHS graduation requirement, the Behind the Wheel (BTW) portion is not. An additional fee (which is minimal compared to private companies) is required for students who decide to take the BTW portion of the class.

If any rising sophomores plan to take Driver's Education privately outside of WHS, they will need to receive proof of completion upon finishing the course. This document must then be submitted to the WHS Counseling Department at the beginning of the school year in August so that the WHS Driver's Education course can be removed from students' schedules and replaced with a Physical Education course.

## RADIO/MUSIC PLAYERS AND HAND-HELD VIDEO GAMES

Personal radios, iPod/MP3 players, CD/tape players with headsets, and hand-held video games are often a distraction to the learning environment and students are discouraged from bringing these items to school. Therefore, WHS is not responsible for those items on campus. Refusal to surrender an electronic device to staff member will be considered insubordination and may result in appropriate discipline. Personal headphones are not permitted in classrooms, hallways, study halls and locker room between 7:55 and 2:46. Students in possession of these items in areas where they are prohibited during normal school hours will have these items confiscated for the remainder of the day.

Continued violation will result in disciplinary action. When used responsibly personal stereos with headsets are permitted in the Commons area during lunch periods and before and after school.

These items must be properly stored before leaving the Commons. Students are not to possess headphones in any area other than the Commons.

When used responsibly and only with study hall supervisor's approval, headphones may be used in study hall. This determination will be made by the study hall supervisor on a daily basis.

## STUDENT DRESS AND GROOMING

Clothing which creates a disruption of classroom order will not be permitted.

The responsibility for student dress and grooming is that of the students and their parents. Basically, dress and grooming guidelines are threefold:

**HEALTH AND SAFETY** - Students should not wear clothing, jewelry, shoes, or hair-styles that can be hazardous to them in their school activities such as classes involving lab work, physical education, food preparation, and art.

Grooming and dress which prevent the student from doing his best work because of blocked vision or restricted movement such as hats or coats, are not allowed as are dress styles that create, or are likely to create, a disruption of classroom order. Proper footwear must be worn at all times. Students may be asked to wear a protective net or cap if the hair is too long for health and safety precautions in laboratory situations, such as: science, home economics, etc. Any dress that can be inferred to be gang-related is also not permitted.



**APPROPRIATE ATTIRE** -Appropriate attire and grooming are critical to the maintenance of a safe and educationally conducive school atmosphere. Students' dress must not be disruptive to the educational environment or compromise reasonable standards of health, safety, and decency. Individual attire and grooming are the responsibility of the student and their parent/guardian. Students are expected to maintain a neat and modest appearance during school and school-sponsored functions, including semi-formal and formal dances.

To ensure that the rights of all students are protected, the following will not be permitted:

1. Dress or appearance which is clearly disruptive and disturbing to the maintenance of a positive educational environment.
2. Dress which displays gang symbols or drug paraphernalia, other controlled substances or other references to drugs, alcohol or tobacco. This includes dress or appearance that can be inferred to as gang related.
3. Dress which displays obscenities, violence, racism or sexism, innuendoes, or other expressions either harmful to the normal development of younger and less mature students, or offensive to the reasonable sensibilities of students, faculty or other school personnel.
4. The district does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.

### **HATS/HEADGEAR/SUNGLASSES**

All hats, headgear, bandanas, hoodies, headbands and sunglasses are to be removed upon entering the school building. This includes school day and extra-curricular activities and events. Students with documented medical and/or religious reasons for head covering or sunglasses will be exempt from this policy. Students failing to comply will have these items confiscated.

*Note: Any questions or concerns regarding these guidelines should be directed to the Dean or other building administrator. Building administrators have the final authority for judging the appropriateness of a student's appearance. Students who are in violation of the Dress Code Guidelines will be sent to the Dean's office. They will be instructed to change into more appropriate clothing, wear school provided attire that must be returned at the end of the day, or be sent home **unexcused** to change clothes.*

### **MEDIA CENTER**

The Library and Media Center is open to students before school starting at 7:30 am and after school ending at 4:00 pm and throughout the school day. Students may sign out of study hall and report to the Media Center with prior approval from one of their study hall teachers and Media Center staff. Teachers may also send students down to access resources throughout the school day. All students must have a pass to visit the Media Center during regularly scheduled class times. Students without a pass will be sent back to class.

#### **I. REASONS FOR STUDENTS TO VISIT THE MEDIA CENTER:**

- a. Access general information, research, or literature
- b. Work independently on school projects, homework, or furthering personal goals.
- c. Use computers or technology.
- d. Check out a CB loaner or request tech support.
- e. Participate in clubs or other school activities.
- f. Access the internet or print homework assignments.
- g. Read independently for pleasure or for a class.
- h. Participate in Media Center activities.



**II. STUDY HALL IN THE MEDIA CENTER—WHAT IT LOOKS LIKE:**

- a. Students check in with their study hall teacher for attendance and bring pass to the Media Center
- b. Students come with a specific goal or project.
- c. Students are engaged in Media Center activities or academic work.
- d. Students are working independently or in small groups.
- e. Students are respectful of other students working in the Media Center.
- f. The Media Center staff may send a student back to study hall if the student is not following the rules, or does not bring a pass, or if there are too many students in the Media Center.

**III. LUNCH IN THE MEDIA CENTER- WHAT IT LOOKS LIKE:**

- a. Students may not bring food to the Media Center during lunch (or any other time) unless approved by Media Center staff. Students are welcome to come to the Media Center after having finished their lunch in the Commons.
- a. Lunch activities where food is allowed will be advertised appropriately
- b. In addition to participating in Media Center activities, (See Sec.1) students may visit the Media Center during lunch to simply recharge in a quieter environment.

**IV. CIRCULATION POLICIES, OVERDUE ITEMS, AND CHARGES:**

The loan period for library books is set at 4, for calculators 5 days, and Chromebook Loaners 1 day. Loaned-items emails are sent out to students on the 28<sup>th</sup> of each month. Students have the option to renew or return their books or calculators to the Media Center at the end of the loan period. After the loan period ends, items are considered “overdue” and start to accrue late charges. We give all students the opportunity to have their late fees forgiven. The following stipulations apply:

- a. Students must return all library book to the Media Center by May 21st. Any unreturned book will be marked as a “lost” item, and the student will be charged for the replacement cost of the book.
- b. Students who need a book between May 21<sup>st</sup> and the end of the school year may request an extended due date.
- c. Calculators are due at the end of the student’s math final.
- d. Seniors will not be able to check out with the Media Center unless all their library items are returned and fees are paid.
- e. Late charges for overdue items that are returned to the library will be waived, as long as the item is returned in good condition by May 21<sup>st</sup>.

**V. LOST OR DAMAGED ITEM POLICY:**

- a. If a student has lost or damaged a library item, he/she/they will be charged for the replacement cost of the item.
- b. If a lost item is returned in good condition after it has been marked lost (i.e., the following school year), the replacement cost will be refunded, but the student will incur a \$5.00 re-shelving charge.

## CLUBS AND STUDENT ORGANIZATIONS

Business Professionals of America (B.P.A.) - What sets you apart from your friends? What leadership experience do you have for your college applications and resumes? When seeking an internship while in college, hiring managers look at leadership opportunities that you have been involved in. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

All Business Education students are encouraged to join Business Professionals of America.

BPA is for students pursuing careers in finance, accounting, business administration, management, marketing, communications, human resources, management information systems, digital communication and design.



BPA members contribute to the community by participating in civic activities throughout the school year. Students will also attend leadership conferences at the regional, state and national levels. BPA members will participate in a competitive event structure based on five distinct assessment areas:

- Finance
- Management Information Systems
- Management, Marketing & Communication
- Business Administration
- Digital Communication and Design

These assessments prepare the students for the rigor of college courses through activities linked to Common Core Standards and College Readiness Standards. Meetings are held throughout the school year.

**ACTING OUT!** – Acting out! Is the Drama Club of Westmont High School supporting actors, technicians, and performers through workshops, improv, and connections to theater opportunities in the community and state,

**AFRICAN-AMERICAN CULTURE CLUB** - The AACC meets every Thursday in room 113 before school and during A lunch. We meet to discuss African-American history and cultural events, and to plan club activities and school events we'd like to sponsor. We will also plan at least two cultural field trips twice a year. A \$10.00 membership fee is suggested to offset costs of the organization.

**ART CLUB** - An art making club where students come explore different materials, techniques, and styles.

**CAPAOW!**-Club of Asian and Pacific Americans of Westmont – This club will offer an opportunity for social interactions and unity for Asian and Pacific Islander students and friends while giving an opportunity to grow in awareness of Asian American history and culture.

**FALL PLAY** - To produce a show for the public. Students participate in acting, lights, sound, costuming, make-up, and set building.

**FLAGS** - The flag team is a high-level performing group requiring a large time commitment. Rehearsals are both before and after school. The flag season begins in the summer with practices and summer camp. It continues into the fall with an emphasis on participation in the marching band. After the marching band season is over the flag group concentrates on their indoor competitive season which runs from late October through March.

**GEOGRAPHY CLUB** - Our club motto is "See the World without leaving Chicago!" We explore many different parts of Chicago by taking field trips about once a month throughout the school year.

**JAZZ BAND** - Jazz Band is a high-level performing group requiring a large time commitment. Rehearsals are primarily before school three mornings a week. This is a highly visible performing group and students are required to invest a considerable amount of time and energy to the band. Jazz Band starts in the middle of September and continues throughout the school year.

**MAGAZINE CLUB** – A club for writers, photographers, illustrators, graphic designers, editors, and more to collaborate and create student run-print magazine.

**MATH CLUB** – Are you interested in developing intuitive thinking skills and learning new types of math by applying previous knowledge to fun and challenging problems? Would you like to meet new people and develop teamwork skills? Then the math club is for you!

**MODEL UNITED NATIONS** – In Model United Nations (MUN), students take on the role of United Nations' representative from another country and take part in simulations of the UN over critical world issues. The club goes to at least three MUN's each year at various colleges and universities in the Chicago area. It also conducts a MUN during the months of December and January within the high school



**NATIONAL HONOR SOCIETY** - The National Honor Society (NHS) is a service organization whose membership shares enthusiasm for scholarship, a desire to render service, and commitment to leadership and outstanding character. Students with a minimum GPA at the end of their 2<sup>nd</sup> semester of sophomore year are eligible to apply.

**PROM PLANNING COMMITTEE** - Prom planning committee members help plan the prom for that year. Committee members also have “first dibs” on our fundraising events where one can earn a free ticket to prom!

**ROTARY INTERACT** - This student organization is sponsored by the Westmont Rotary Club and is open to students who enjoy involvement in service related projects for the school and the community. All students are invited to join. Meetings are held every other week.

**SCHOLASTIC BOWL** - Student compete against other schools in what has been described as team jeopardy. You will collaborate with your team to answer the most questions and help continue a tradition of excellence. Every day you learn something new, is practice for this team.

**SENTINEL BUDDIES CLUB** - Sentinel Buddies Club fosters friendships between special education students and their general education peers. In this time of heightened social and emotional developments that can be difficult for all teenagers, the Sentinel Buddies Club help break through social barriers at an important time in a young person's life. All students are welcome!

**SENTINEL SPIRIT** - Students plan school-wide activities that focus on spreading kindness and celebrating diversity.

**SPANISH AND FRENCH CLUB** - We are a group of students who like to have fun playing games, eating, and learning more about Spanish and French culture! Come join us when you can...And bring a friend!!! You do not need to speak Spanish or French. You just need to be curious about all things “Spanish and French!”

**SPRING MUSICAL** - Each spring WHS produces a musical. The performances typically take place at the beginning of March. The rehearsal period begins in late December and rehearsals take place after school and in the evening.

**STAGE TECH CREW** - Stage crew is a club to train, organize, and recruit students to operate stage lights, sound, and work back stage operations as stage hands and crew. The organization will lead to opportunities beyond the Fall Play and Spring Musical such as School Assemblies, in-District events, and other ad-hoc performances

**STEM CLUB** - Students participate in Engineering/Stem related activities and plan to expose younger students to STEM related fields. Students plan activities for District STEM Night. Students have the option to join the Technology Students Association of America (TSA).

**STUDENT AMBASSADOR** - The primary goal of the Ambassador program is to help new students adjust to WHS. Student ambassadors provide tours to a new transfer student and orient them to our programs, policies, and opportunities. Ambassadors also assist with our annual 8<sup>th</sup> grade Information Night in February, during which they answer questions from families and offer building tours for incoming 8<sup>th</sup> grade students and parents. The Student Ambassador consists of 10-12<sup>th</sup> grade students that have been recommended by their teachers at the end of freshman year.

**STUDENT COUNCIL** - This is an organization made up of student volunteers at Westmont High School. We meet throughout the year to plan activities for the student body including homecoming, spirit week, fundraisers, and many more exciting events.

**SUBURBAN AGRICULTURE CLUB** – Save the earth 1 vegetable at a time! (a club based around sustainable agriculture, planting and harvesting organic produce, and saving our bees).

**WESTMONT ALLIANCE CLUB** – The Westmont Alliance is a student-centered club focusing on creating a safe space for LGBTQ students and Allies to talk about feelings, questions, and issues they are facing at home, at school, and in their



everyday lives. The Alliance will also create a fun and safe place for students to make friends and celebrate being LGBTQ & Allies of the Community. The Westmont Alliance strives to educate students, teachers, parents, and community members on how to create a safer and more accepting school for LGBTQ students and helping to stop harassment & discrimination.

WRITING CLUB – Sometimes we write in response to prompts: other times, in response to creative writing cards and challenges. Once we're done writing, we share with the group.

YOUTH AND GOVERNMENT – Students participate in a mock legislature in the chambers of the House and Senate in Springfield, IL. with students from around the state over the course of a weekend in March.

YEARBOOK - Yearbook Club creates our annual yearbook. We meet bi-weekly after school, and work can be done remotely since we use an online platform. If you like to design, write, or take photos, come check us out!