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Student Handbook

You are not alone.
If you or someone you know is experiencing a mental health crisis or need someone to talk to, there are people who care and who can help.

DuPage High School District 88
Student Supports, Resources, and Services Information

www.dupage88.net/Supports

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Section 1: Introductions and General Notices

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 www.dupage88.net or at the Board office, located at 2 Friendship Plaza, Addison, IL 60101.

DUPAGE HIGH SCHOOL DISTRICT 88 BOARD OF EDUCATION

Mrs. Donna Craft Cain, President
Mr. Daniel Olson, Vice-President
Ms. Amy Finnegan, Secretary
Ms. Christine Poirier
Ms. Diana Stout
Ms. Jean Taylor
Ms. Gail Galivan

The Board of Education of School District 88 holds regular meetings at 7:30 p.m. on the second and fourth Mondays of each month, in the District 88 Board Room located at 2 Friendship Plaza in Addison. The public is welcome to attend all school board meetings. The Board of Education phone number is (630) 530-3981.

DISTRICT LEADERSHIP – (630) 530-3981

SUPERINTENDENT	Dr. Jean Barbanente
ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES	Mr. Michael Bolden
ASSISTANT SUPERINTENDENT OF COLLEGE & CAREER READINESS	Ms. Yvonne Tsagalis
ASSISTANT SUPERINTENDENT OF STUDENT PROGRAMS & SERVICES	Ms. Erica Craig
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LEARNING SERVICES COORDINATOR	Ms. Stephanie Nitka
DIRECTOR OF COMMUNITY RELATIONS	Ms. Danielle (Dani) Brink
DIRECTOR OF SOFTWARE ENGINEERING AND OPERATIONS	Mr. Charles Syperski
DIRECTOR OF NETWORK SERVICE	Mr. Jian Zhang
DISTRICT 88 STUDENT SUCCESS COORDINATOR	Dr. VaLarie Humphrey
DIRECTOR OF STUDENT CAREER DEVELOPMENT	Ms. Iridia Nevarez

ADDISON TRAIL LEADERSHIP – (630) 628-3300

Principal	Mr. Jack Andrews
Assistant Principal	Dr. Pedro Castro
Assistant Principal	Mr. Michael Warren
Athletic Director	Mr. Humberto Ayala

Director of Deans	Ms. Evelina Rodriguez
Director of School Counseling/ McKinney-Vento Liaison	Mr. Kevin Redding
Academic Success Coordinator	Ms. Daniela Ariano
Art	Ms. Eleni Sianis
Career and Technical Education	Ms. Jennifer Kowalski
Driver Education	Mr. Robert Schader
English	Ms. Amy Ferraro
Learning Services (Supports students w/ IEP's)	Mrs. Julie Johnson
Literacy Department	Ms. Jenna Phillips
Library Media Center	Mr. Patrick Glazik
Mathematics	Mr. Jason Bugajsky
Music	Mr. Alexander Stombres
PBIS (Positive Behavior Interventions and Supports) Coach	Ms. Jennifer Dowling
Physical Education	Mr. Robert Schader
Science	Mr. John Fouser
Social Studies	Mr. Brendan Lyons
World Language	Ms. Amanda Robles

Note: Office hours are 7:30 a.m. to 4:00 p.m. (3:45 p.m. Friday)

WILLOWBROOK LEADERSHIP – (630) 530-3400

Principal	Dr. Dan Krause
Assistant Principal	Dr. Jamie Gourley
Assistant Principal	Mr. Joseph Helton
Athletic Director	Mr. Ed Sullivan III
Director of Deans	Mr. Curtis Tate
Director of School Counseling/McKinney-Vento Liaison	Mr. Travis Wolff
Art	Mr. John Epple
Career and Technical Education	Ms. Mary Barney
Driver Education	Mr. Michael Haussmann

English	Ms. Kate Wilson
Learning Services (Supports students w/ IEP's)	Mrs. Amy Peschke
Library Media Center	Ms. Kim Jackson-Petrella
Literacy Department	Mrs. Katherine Lipowski
Mathematics	Mr. Brian Chelmecki
Music	Mr. Jan Bobek
PBIS (Positive Behavior Interventions and Supports) Coach	Mr. Ben Maher
Physical Education	Mr. Michael Haussmann
Science	Mr. David Garcia
Social Studies	Mr. Brett Maguire
World Language	Ms. Katherine Strand-Carroll

Note: Office hours are 7:30 a.m. to 4:00 p.m. (3:45 p.m. Friday)

Dates of Registration by Class

Class of 2026	August 4, 2025
Class of 2027	August 7, 2025
Class of 2028	August 6, 2025
Class of 2029	August 5, 2025

1.00 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.

1:10 Enrollment and Student Residency

Anyone Seeking to Enroll a Student:
Must present a certified or registered birth certificate for the student. Must present proof of residency within the District by providing the required number of documents from each of the following categories:

Category I (One document required)
Most recent property tax bill
Most recent Mortgage statement (homeowners)
Signed and dated lease with receipt for rent
Letter of residence from manager or landlord in lieu of lease
Military Housing Letter

Category II (Two documents showing proper address are required)
Driver's license
Matricula Consular
Vehicle registration
Voter registration
Current Public Aid or Medicaid Card
Most recent gas, electric, and/or water bill
Bank statement
Credit card statement
Current homeowners/renters insurance policy

City sticker receipt
Paycheck stub

Military Personnel Enrolling a Student for the First Time in the District:
Must provide one of the following within 60 days after the date of student's initial enrollment:

Postmarked mail addressed to military personnel
Lease agreement for occupancy
Proof of ownership of residence

Military Personnel Wanting to Keep Child/Ward Enrolled in the District despite Having Changed Residence Due to a Military
Service Obligation:
Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.

Anyone with a Custody Order Seeking to Enroll a Student:
Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).

Non-Parent Seeking to Enroll a Student
Must complete and sign the *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form.

IMPORTANT:
The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this procedure does not guarantee admission.

WARNING: If a student is determined to be a non-resident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident. A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis, a student known by that person to be a non-resident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a non-resident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f).

Student Enrollment

Transferring In:
Compliance with admission eligibility prerequisites in State law and School Board policy:
All students seeking admission shall meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law and School Board policy on admissions.

Compliance with the Missing Children Records Act and Missing Children Registration Law:
The Director of School Counseling or the Assistant Principal of the school into which the student is transferring shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. If the person enrolling a student fails to comply with the above requirement, the Director of School Counseling or the Assistant Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the matter will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, refer the case.

The Assistant Principal or designee shall immediately report to the local law enforcement authority and the Department of State Police any affidavit explaining the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content.

The Assistant Principal or designee shall, within 14 days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record.

Compliance with the Good Standing Requirement:
The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall ensure that a completed Good Standing Form from the Illinois public school from which the student is transferring arrives at the school into which the student is transferring. The Good Standing Form, ISBE Form 33-78, available at: www.isbe.net/accountability/pdf/33-78_student_transfer.pdf, indicates whether the student's medical records are current and whether the student is currently being disciplined by a suspension or expulsion.

If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

The Assistant Principal or designee shall deny admittance to any student who was suspended or expelled for any reason from any public or private school in this or any other state until the student completes the entire term of the suspension or expulsion.

If the student is transferring from an Illinois public school, the Assistant Principal or designee shall refuse to admit the student unless the student can produce a Good Standing Form. If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the Building Principal or designee shall refuse to admit the student unless his or her parent(s)/guardian(s) certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring. The Superintendent or designee may, upon the request of the parent(s)/guardian(s) of a student suspended or expelled for any reason, place the student in an alternative school program established under The School Code.

Compliance with The School Code and the Illinois School Student Records Act:
The Assistant Principal or designee shall enroll a student whose former school transferred an unofficial record of grades in lieu of the student's official transcript of scholastic records. The Assistant Principal or designee shall immediately enroll a child even if the child is unable to produce records normally required for enrollment.

Compliance with laws concerning education of homeless children:
The Assistant Principal or designee shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment.

The Assistant Principal or designee must immediately contact the school last attended by the child to obtain relevant academic and other records.

Other admission steps Assistant Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations.

When the parent(s)/guardian(s) of a student eligible for special education present an individualized education program to a new school, the student must be placed in a program in accordance with the IEP.

The Building Principal or designee shall administer to each student entering the district's schools for the first time.

Transferring Out
The parent(s)/guardian(s) of a student shall notify the Assistant Principal of their intent, pay outstanding fees or fines, sign a release form authorizing the release of student records, and return all school-owned property.

Compliance with The School Code and the Illinois School Student Records Act:
After receiving a request to transfer school student records, the Assistant Principal or designee of the transferring school must provide written notice of the nature and substance of the information to be transferred and the opportunity to inspect, copy, and challenge the record.

The Assistant Principal or designee of the transferring school must, within 10 days of the notice of the student's transfer, forward a copy of the student's school record to the student's new school. Each school must forward written information relative to the grade levels, subjects, and record of academic grades achieved, current mathematics and language arts placement levels, health records, and a most current set of standardized test reports. However, if the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, an unofficial record of the student's grades will be sent in lieu of the student's official transcript of scholastic records.

The Assistant Principal or designee shall, within 10 days after the student has paid all of his or her outstanding fines and fees and at the school's own expense, forward an official transcript of the scholastic records as defined in 11:20.

If within 150 days after a student leaves a school, the school has not received a request for the student's record or been presented with other documentation that the student has enrolled in another school, the student is counted in the school's and District's calculation of its annual dropout rate.

Compliance with the Missing Children Records Act and Missing Children Registration Law:
The Assistant Principal or designee of the transferring school must send the student's records within 10 days of receipt of the request unless the record has been flagged pursuant to the Missing Children's Act; if flagged, the copy shall not be forwarded and the requested school must notify the local law enforcement authority and Department of State Police of the request.

If the Department of State Police notifies a school of a current or former student's disappearance, the school must flag the student's record so that whenever information regarding the record is requested, the school can immediately report the request to the Department of State Police.

Compliance with the Good Standing Requirement:
The Assistant Principal or designee of the transferring school shall send to the school in which the student will or has enrolled a completed Good Standing Form (ISBE Form 33-78 available at: www.isbe.net/accountability/pdf/33-78_student_transfer.pdf), and, if a transferring student is currently suspended or expelled, indicate:

1. The date and duration of the suspension or expulsion, and
2. Whether the suspension or expulsion is for knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §8921 et seq.), for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or for battering a staff member of the school (105 ILCS 5/2-3.13a).

Compliance with the Illinois Domestic Violence Act:
If a child transferring to another school is a "protected person" under an order of protection, the petitioner may request the Building Principal or designee to provide written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring.

The Assistant Principal or designee shall respond to the above request by providing, within 24 hours of the transfer, or sooner if possible, written notice of the order of protection, along with a certified copy of the order, to the institution to which the child is transferring.

1:40 Visitors

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

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 trespass 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, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

1:50 Equal Opportunity 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, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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 Erica Craig, Assistant Superintendent for Student Programs and Services, ecraig@dupage88.net.

1:60 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 principals 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.

1:90 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Closures will be posted on the District 88 website and automated calls will be made to all D88 students and staff.

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, all after-school functions are automatically canceled.

1:100 Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a

discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

1:110 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.

1:120 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 Assistant Principal for PPS.

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.

1:130 Care of Students with Diabetes

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

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Assistant Principal.

1:140 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 Guidance Office.

1:150 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.

1:180 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 is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

1:185 Faith's Law Notifications[1]

Employee Conduct Standards (Board of Education Policy 5:120)
All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct
Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.

2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employeestudent boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

3. Employees maintain professional relationships with students, including maintaining employee student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

   a. Transporting a student;

   b. Taking or possessing a photo or video of a student; and

   c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:

   a. Violates expectations and guidelines for employee-student boundaries.

   b. Sexually harasses a student.

   c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).

   d. Engages in grooming as defined in 720 ILCS 5/11-25.

e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

i. A sexual or romantic invitation.

ii. Dating or soliciting a date.

iii. Engaging in sexualized or romantic dialog.

iv. Making sexually suggestive comments that are directed toward or with a student.

v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.

vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

1. Superintendent;

2. Building Principal;

3. Head of any department;

4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of $1,000 or greater;

5. Hearing officer;

6. Any employee having supervisory authority for 20 or more employees; and

7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue. Prohibited Interests; Conflict of Interest; and Limitation of Authority In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;

2. An employee's partner; or

3. An entity that employs or is about to employ the employee or one of the individuals listed in one

or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a prohibited source or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a prohibited source is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.

2. Anything for which the guidance counselor pays market value.

3. A gift from a relative.

4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:

a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.

b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.

c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.

5. Bequests, inheritances, or other transfers at death.

6. Any item(s) during any calendar year having a cumulative total value of less than $100.

7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment
Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

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 or you may request a copy of this guide by contacting the school's office.

1:190 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 Building Principal.

Section 2: Attendance, Promotion and Graduation

2:10 Attendance

Illinois law requires that whoever has custody or control of any student through seventeen years of age shall assure that the student 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 student who is enrolled in the school, regardless of the student's age, shall assure that the student attends school during the entire time school is in session.

State law requires every school district to collect and review its chronic absence data and determine the systems of support and resources 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 maintains that school districts are encouraged to provide supports to students who are at risk of reaching or exceeding chronic absence levels. "Chronic truancy" is defined as students with 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 will use diagnostic procedures for identifying the causes of unexcused student absences, including

interviews with the student, parents/guardians, and any school officials who may have information about the reasons for the student's attendance problems.

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

EXCUSED ABSENCES

Visits to the doctor, dentist, court clerk, colleges/universities, military recruitment offices, internship opportunities, illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event[1], or other reason as approved by the building principal, etc. are excused absences and should be **prearranged**. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. For students who are required to attend school there are two types of absences: excused and unexcused. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. The school reserves the right to request validation of the absence by a note from the office that you are visiting on its letterhead. The school may accept parent/guardian notes excusing a student's absence for medical visits. **Prearranged** absences during exams will be granted only on the basis of a family emergency.

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

After ten (10) excused absences, the dean's office may ask for medical notification from a certified physician or court documentation in order to excuse the absence.

[1]Beginning 1-1-23, any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event. "Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian is the individual who is responsible for notifying the school when a student is absent. Failure to call will result in an unexcused absence. Calls will be made to the parent/guardian within 24 hours when a student is absent, and we have NOT received a call from the home. A letter will be sent if the parent/guardian has not been contacted.

1. When a student must be absent from school, the parent/guardian must phone the Attendance Office- (Addison Trail @ (630) 628-3333 or Willowbrook @ (630) 530-3428) by 1:00 p.m. It will be left up to the Dean's discretion whether or not a call will be accepted after 1:00 p.m. based on extenuating circumstances. It is the parent/guardian's responsibility to call the Attendance Office on the day of a student's absence.

   NOTE: A night recorder (Addison Trail @ (630) 628-3333, or Willowbrook @ (630) 530-3428) will be on from 3:30 p.m. until 7:00 a.m. for parent/guardians who cannot phone in the morning. Parents/Guardians must state their name, the name and year of their student, the date of absence, and a number where they can be reached after 12:00 p.m.

2. Students who have been absent should report directly to class on the first day back to school.
3. If students leave school due to illness, permission must be secured from the nurse. For anything other than illness, permission must be secured from the Dean's Office staff. If a student comes to school late, the student must enter through Door 1 and secure a tardy pass.
4. Students who have been absent due to hospitalization, communicable disease, fracture, medical tests, or a prolonged illness, must report to the Health Services Office when returning to school. A note from a physician is required if a physical education excuse is needed for more than 3 days. This is also true for students who have been on homebound.

NOTE: Students who are absent from school due to illness on the day of a play, concert, athletic contest, or other comparable activity cannot participate in that activity.

NOTE: Students who are absent due to disciplinary suspension may not participate in or attend any school activity on the day or during the suspension.

NOTE: Partial day absences will be handled on an individual basis by the Deans' Office.

NOTE: There are no school-sanctioned senior trips nor do we condone any senior ditch days. Senior ditch days are considered unexcused absences.

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction.-Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement

PREARRANGED/ EMERGENCY ABSENCES
For absences of less than one school day (dental or doctor appointment or court appearance), bring a parent/guardian note to the Attendance Office prior to the day of absence or call the Attendance Office the morning of the absence.

For prearranged absences of one or more school days: (college visits, etc.)

Complete a Pre Arranged Absence Form from the Student Services Office at least 5 days prior to the absence.

MAKE-UP WORK

1. Student make-up work is required.
2. Students may submit absent work according to PLC guidelines, with a minimum of one day per day absent.
3. The day a student returns from an absence, it is the **student's responsibility** to arrange for make-up work.
4. Make-up work should be done outside the student's class period.
5. Late bus service is provided. See section 4:10 for the late bus schedule for each building. Early bus service is provided for students needing to arrive on campus for "zero" hour. Students arriving on campus early must remain in supervised areas or make arrangements with their teachers.
6. **In case of truancy, make-up work is still required, though the grading and credit granted will follow the PLC guidelines for equitable grading expectations.**
7. In case of "out of school" suspension students are allowed the opportunity to make up missed work. **Assignments are held in the Student Services Office and arrangements can be made for pick up with the Student Services secretaries.** Students may also access Google Classroom for assignments.

HOMEBOUND/HOSPITAL INSTRUCTION
A student who is absent from school, or whose physician, physician assistant or licensed advanced 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 the Student Services Office.

ATTENDANCE PROCEDURES
The following steps on our intervention continuum will be considered to assist students and families with the responsibility of school attendance for both single period and multiple period unexcused absences:

Intervention 1	Intervention 2	Intervention 3	Intervention 4
● Restorative Conversation ● Parent/Guardian contact by the teacher ● Automated phone call, up to twice per day	● Intervention 1 ● Dean conference with parent/guardian ● Dean/Teacher/Student restorative plan ● ATR/WT intervention	● Intervention 1 and 2 ● Attendance contract ● Parent/Guardian Meeting ● PPS Supports	● Interventions 1-3 ● Attendance review and update improvement plan

Single Period and Multiple Period Unexcused Absence
Intervention 1:
The parent/guardian and student will be contacted regarding the first single period unexcused absence with a phone call by that period's teacher. The parent/guardian will also be informed of the unexcused absence by an automated phone call that will go out twice daily. A disciplinary consequence may occur in addition to intervention. ***Consequences/Interventions may include--Meeting, Student Conference, Warning***

Intervention 2:
The Deans' Office will conduct a parent/guardian conference via phone and with students for the second single-period unexcused absence to discuss the problem and to outline future interventions if the pattern continues. parent/guardian will also be contacted of unexcused absence(s) by an automated phone call that will go out twice daily. A disciplinary consequence will occur in addition to intervention. ***Consequences/Interventions may include: Lunch Detention, Extended Detention***

Intervention 3:
The Deans' Office will conduct a parent/guardian conference via phone and with students for the third single period unexcused absences to discuss the problem and to outline future interventions if pattern continues. Parent/guardian will also be contacted about the unexcused absence(s) by an automated phone call that will go out twice daily. A disciplinary consequence will occur in addition to intervention. ***Consequences/Interventions may include: Attendance Contract, Parent/Guardian Meeting, Student Conference, Extended Detention, Lunch Detention, and Pupil Personnel Services Team Discretion on additional supports***

Intervention 4:
A student-parent/guardian conference will be called by a PPS team member for the fourth single-period unexcused absence. parent/guardian will also be contacted about the unexcused absence(s) by an automated phone call that will go out twice daily. The purpose of this conference will be to review the attendance of the student and the interventions to date and to listen to student and parent/guardian concerns. Teachers will be invited to participate in the conference and/or send documentation about the student's attendance and performance. A plan will be developed and agreed upon by conference participants for future interventions if the pattern of attendance continues. Those interventions could include loss of school privileges, detentions, learning plans, withdrawal from class with an "F" and placed in a study hall, or other agreed-upon interventions. A summary of this conference will be given to the parent/guardian. A disciplinary consequence will occur in addition to intervention. ***Consequences/Interventions may include : In-School Intervention with additional supports, and Pupil Personnel Services Team Discretion on additional supports***

Excused Absence
Intervention 1:
Students who accrue 10 days of excused absences will be sent a letter from the Attendance/Deans' Office and/or be placed on a contract. This letter/contract will remind them that school attendance is important and that there may need to be a meeting to discuss the absences. Classroom teachers are asked to monitor student attendance patterns and contact the student's dean when the student reaches 10 excused absences.

Intervention 2:
Students who accrue 15 days of excused absence within a school year will be required to attend a meeting with PPS Team

members and the parent/guardian to discuss the absences. Classroom teachers are asked to monitor student attendance patterns and contact the student's counselor when the student reaches 15 excused absences.

The Attendance or Dean's office may periodically call a student's listed home to verify addresses or contact information, to verify called-in absences or to report unaccounted absences. The District is not required to contact any student's home on a daily basis. The District is not required to contact a student's home on account of any excused or unexcused absence. The District shall not be responsible for any losses, injuries or damages because of its failure to contact a student's home to verify address or contact information, verify an authorized absence or report an unaccounted absence.

2:60, 2:70 Grading and Promotion

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based upon the ACT Examination, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

• A miscalculation of test scores,

• A technical error in assigning a particular grade or score,

• The teacher agrees to allow the student to do extra work that may impact the grade,

• An inappropriate grading system used to determine the grade, or

• An inappropriate grade based on an appropriate grading system

Should a grade change be made, the administrator making the change must sign the changed record.

Homework is a necessary part of the District's instructional program. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;

2. Is not assigned for disciplinary purposes;

3. Serves as a communication link between the school and parents/guardians;

4. Encourages independent thought, self-direction, and self-discipline; and

5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

6. Shall not exceed 10% of the student's overall grade.

Report cards will be published and available in PowerSchool two (2) times per year as grades are given at the end of each semester. These semester grades are the only grades that count toward graduation credit. Grade Point Average, class rank, and the semester grades are recorded on transcripts.

Grades are defined as follows:

A - Superior

B - Above Average

C - Average

D - Just Passing

M – Medical*

N - No Credit Received*

I - Incomplete*

P - Passing

E – Effort grade (admin. approval required)

F - Not Passing*

S - Satisfactory

*No credit for these grades

W - Withdrawn*

U - Unsatisfactory*

Incomplete grades: If a student does not finish the course work within six weeks of the next school term, including summer school, the grade BECOMES AN "F," unless there is an extenuating circumstance. It is the student's responsibility to contact the teacher to make arrangements for make-up work.

Student Initiated Withdrawal after ten school days of a semester will result in a **grade of "F".**

GRADE WEIGHTING SYSTEM

A system of weighted grades has been developed to reward students who take more challenging classes. Class rank is used primarily for college admission.

GRADE	A	B	C	D	E	F
High weighted course	5 points	4 points	3 points	2 points	0 points	0 points
Regular course	4 points	3 points	2 points	1 point	0 points	0 points

The class rank for all students is determined by multiplying a student's grade point average by the total number of honor points a student has earned. This rank credit score will be the schools basis for ranking students by class from highest class rank score to the lowest. The system was developed to encourage students to maximize their education by taking high weighted courses (when appropriate) while the student maintains a full schedule of courses each semester.

Class Rank is calculated at the end of each semester (June, August, and January) based on current grade level.

The Distinction Honor Roll requires a grade point average of at least 3.5 for the marking period. The Merit Honor Roll requires an average of 3.0 to 3.49. No student with the grade of I is given honor roll status until the work is completed. Sophomores, juniors and seniors may be elected to the National Honor Society on the basis of scholarship, leadership, service and character. The entire faculty is involved in the selection process.

Students must be enrolled in a minimum of four classes to be considered for the honor roll.

Progress Reports

Student progress will be reported to parents via the online portal in PowerSchool. Student progress information from PowerSchool can be accessed from the Parent link on the school district website (www.dupage88.net). Parents are encouraged to enroll in PowerSchool and access the student information from home or community computers. If you do not currently have a PowerSchool account, you will receive access and account setup information early in September. Power School logins can also be obtained from your child's counselor. The first scheduled date for grades to be updated is Tuesday, September 2, 2025. Teachers will post updated progress on PowerSchool on a regular basis.

Tentative Progress Report Dates: September 22, 2025, November 3, 2025, February 9, 2026, April 16, 2026

2:80 Exemption from Physical Education Requirement [HS]

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

Physical Education Exemption

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below.

1. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in 11th or12th grade).
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in 11th or 12th grade).
3. Ongoing participation in a marching band for credit.
4. Enrollment in an ROTC program sponsored by the District.
5. Ongoing participation in an interscholastic athletic program.

Students in grades 9 through 12 who participate in interscholastic, extracurricular athletic programs, or marching band may choose to opt out of Physical Education and be enrolled into a study hall for the duration of the season.

Students enrolled in the following courses will NOT be able to apply the PE Exemption: Leadership Training, PE Leaders and Assistants, Health, and Driver Education. Students in Dual Credit courses will not be able to earn the dual credit if they choose to exempt their PE course.

In order to be eligible for the PE exemption, students must be enrolled in seven credit bearing courses, including PE. Students who are exempted from PE for the entirety of their athletic or marching band season will be exempt from the final exam and will earn a Pass/Fail grade for the semester.

2:90 Credit for Alternative Courses and Programs, and Course Substitutions

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.

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools or the Illinois State Board of Education;

2. The student is a fourth or fifth-year senior (unless administratively approved)

3. The student assumes responsibility for all fees; and

4. The building principal approves the course in advance.

A maximum of 3 units of credit may be counted toward the requirements for a student's high school graduation.

Credit for Proficiency

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

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;

2. The course is not offered at the student's high school;

3. The student assumes responsibility for all fees (including tuition and textbooks); and

4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study coursework not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an accredited institution and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

College Courses

A student who successfully completes college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;

2. The course is not offered in the high school curriculum;

3. The course is approved in advance by the student's guidance counselor and the building principal; and

4. The student assumes responsibility for all fees.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

World Language Courses

A student will receive high school credit by studying world language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. The amount of credit will be based on world language proficiency achieved. The building principal may require a student seeking a world language credit to successfully complete a world language proficiency examination.

Vocational Academy

Students enrolled in the Technology Center of DuPage earn credit toward graduation.

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.

2:120 Graduation Requirements and Curriculum

DuPage High School District 88 offers a comprehensive curriculum.-Various Advanced Placement (AP) courses are available in Art, English, Math, Music, Science, Social Studies, and World Language. Many courses are offered for articulated credit through the College of DuPage, Elmhurst University, and Dominican University. Refer to the Course Listing Guide for more information.

Support services are available in District 88 schools as well as through area cooperative programs. These programs include special education courses, ESL and bilingual programs, and alternative educational programming. Each school is fully accredited by the Illinois State Board of Education.

Information on graduation requirements and course descriptions can be found online at the District 88 website at: http://www.dupage88.net

Students must have completed all requirements for graduation to be able to participate in the May Commencement.
For an explanation of required courses, please see the course-listing guide.

District 88 Graduation Requirements Revised December 2024

D88 Graduation Requirements		D88 Recommended Courses for College Bound Students
English	**8 semesters** English 9,10,11 2 additional semesters - may include a course on public speaking. Please note that all EL courses count toward this requirement.	**9 semesters** English 9,10,11 2 additional semesters of English 1 semester of Public Speaking Please note that all EL courses count toward this requirement. Dual Credit, Collegiate Credit, AP, and Transitional courses highly encouraged.
Mathematics	**6 semesters** 2 semesters algebraic thinking 2 semesters geometric thinking 2 additional semesters	**8 semesters** 2 semesters algebraic thinking 2 semesters geometric thinking 2 additional semesters 2 additional semesters Dual Credit, Collegiate Credit, AP, and Transitional courses highly encouraged.
Science	**6 semesters** 2 semesters biological science 2 semesters physical science 2 additional semesters (3rd Science may be substituted with a credentialed career pathway capstone course as outlined in the D88 Graduation Requirement Flexibility document	**8 semesters** 2 semesters biological science 2 semesters physical science 4 additional semesters of lab science Dual Credit, Collegiate Credit and AP courses highly encouraged
Social Studies	**6 semesters** 2 semesters of Human Geography or Geography related course 2 semesters US History 1 semester US Government 1 semester of additional Social Studies courses	**8 semesters** 2 semesters of Human Geography or Geography related course 2 semesters US History 1 semester US Government 3 additional semesters of Social Studies Dual Credit, Collegiate Credit and AP courses encouraged

D88 Graduation Requirements		D88 Recommended Courses for College Bound Students
General Education	**3 semesters** World Language, Art, Music, or CTE (Business, Industry & Technology, or Family and Consumer Sciences)	**4-8 semesters - World Language -** Typically colleges require 4 semesters for college entry but will require more to meet the colleges foreign language requirement.
Consumer Education	**1 semester** This requirement can be fulfilled by taking Consumer Management, Introduction to Business, Economics (including Dual Credit and AP), and any other courses determined by the administration.	
Physical Education	Health Proficiency Requirement must pass a Health class All students are required to take 8 semesters of Physical Education (including Health) per Illinois School Code. The PE credits will allow students to complete 8 of the 13 elective credits necessary for graduation but specific PE credits are not required for graduation except for Health. Students may be exempt from PE if they qualify for one of the approved exemptions outlined in the D88 Graduation Requirement Flexibility document.	
Elective Credits	**13.0**	
Total Credits	**44.0**	
Performance Requirements	Constitution Test	
Additional proposed performance requirements to be implemented in the fall of 2026	Beginning in August of 2026, all District 88 graduates must have a post-secondary commitment and must have completed at least one career-related experience. Each student will create an individual learning plan (ILP) to facilitate this process.	

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, 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 FAFSA with the United States Department of Education or, if applicable,the Alternative Application for Illinois Financial Aid.

2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Illinois Seal of Biliteracy and Commendation

DuPage High School District 88 students have the opportunity to earn the Illinois Seal of Biliteracy and/or Commendation.

According to the Illinois State Board of Education (ISBE):

"The Illinois Seal of Biliteracy is a recognition given to graduating high school students who have demonstrated a high level of proficiency in English and in reading, writing, listening and speaking in another language. The State Commendation toward Biliteracy is a recognition given to graduating high school students who have demonstrated significant progress toward achieving a high level of proficiency in English and in reading, writing, listening and speaking in another language."

Once earned, the student's diploma (upon graduation) will contain the official ISBE Seal or Commendation symbol. In addition, the Seal or Commendation will be added to the student's transcript upon verification that the district determines the student has met the necessary performance criteria during the student's enrollment in high school. Further information about the performance criteria to meet the Illinois Seal of Biliteracy and Commendation can be found at: https://www.isbe.net/Documents/assessment-list.pdf.

Library Media Center

The Library Media Center is the hub of academic research and recreational reading at Addison Trail High School and Willowbrook High School. Each school's library is open from 6:30 a.m. to 4:15 p.m. Monday – Thursday and from 6:30 a.m. to 3:00 p.m. Friday. Students have access to the library before and after school, as well as during Academic Resource/Warrior Time, study hall, and lunch. Computers are available for both in-library use and extended out-of-building use, with the permission of a parent/guardian. To encourage the love of reading, the libraries sponsor the Read for a Lifetime and Lincoln Award Illinois reading programs each year.

District 88 libraries contain over 35,000 books, which may be searched through the Destiny Online Catalog. A wide selection of academic and popular print magazines is provided for enrichment and enjoyment. The Library Media Center web site provides a portal to many high quality subscription-based online databases. Resources such as Global Issues in Context, Opposing Viewpoints in Context, Teen Health & Wellness, Literature Resource Center, Encyclopedia Britannica Online and the Virtual Reference Center provide our students with current, authoritative information presented in a manner that is highly engaging. Other resources include newspapers, historical primary sources, college and career materials, textbooks and CDs. The District Library Media Center Director and library paraprofessionals are available to assist students with any research, reading or technological needs.

The ACHIEVE Program - ALOP funded programming

The Achieve Program is an Alternative Learning Opportunities Program open to regular education as well as special education students. ACHIEVE offers a range of supports and services for students that are behind on credit, academic, or behavioral skills. The highly structured environment offers skill development in educational, social-emotional and transitional skills.

A primary focus of the program is helping each student accept responsibility for his/her own academic progress and behavioral choices in the school setting. This will be accomplished in the context of a highly structured classroom environment which offers clear expectations, consistency and supportive therapeutic components. Each student's choices will be reinforced through direct and immediate feedback throughout the day, as well as group and or individual counseling as needed. By fostering a supportive relationship with each student, we will work together with that student to achieve the following goals: 1) development of appropriate problem-solving skills, 2) development of appropriate interpersonal skills, 3) increased school success, 4) development of a vocational plan, including goals to be accomplished in the high school program, as well as long-range goals for work and/or education and ultimately, 5) high school graduation

For more information regarding the ACHIEVE program, please contact the Assistant Principals at AT or WB.

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.

Section 3: Student Fees and Meals

3:10 Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied due to the inability of their parent/ 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

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

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

The building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Assistant Principal at AT or WB.

Textbook Loans/Reduced Fees – loans are available for textbooks/fees at Addison Trail High School and Willowbrook High School. Textbooks and fees may be charged to VISA or MasterCard. Free or reduced fees are available for students from families whose income is below specified levels. Please direct inquiries to the Assistant Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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

3:20 School Lunch Program

District 88 serves nutritious meals every school day. Children from families whose income is below specified levels are eligible for free or reduced prices for meals and milk. If you are interested in applying please visit the Financial Office at Addison Trail or Willowbrook.

In certain cases, foster children are also eligible for these benefits. If you have foster children living with you and wish to apply for such meals and milk for them, please notify us or indicate it on the application.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color or national origin.

School Fees

District 88 Student Fees	
Registration Fee	$475.00
Misc. Other Fees:	
Locks	$4.75
P.E. Uniform	
Shirt	$2.50
Shorts	$6.00
Driver's Education	$250.00
TCD Vocational Program	Program Specific
Transition Program - Registration Fee	$35.00
Transition Program - Tech Fee	$35.00
Advance Placement Test (Optional)	Set by College Board
Yearbook (Optional)	$50.00
Parking Permit (Optional)	$175.00
Family Activity Pass (Optional)	$50.00
Summer School (Optional)	Program Specific

Section 4: Transportation and Parking

4:10 Transportation

District 88 transports, to and from school, any student in good standing who lives within the District and lives more than one and one-half miles from the school. Students who live less than one and one-half miles from the school may request to ride a school bus, provided they walk to an existing bus stop and space is available after accommodating students residing more than one and one-half miles from school. Information regarding this program is available in the financial office of the high school. Students are required to be at their bus stop at least 5 minutes prior to their designated time and remain there at least 5 minutes after their designated time. This service is operated under a plan whereby a share of the cost is defrayed by the State of Illinois. The regulations controlling this service originated in the State Department of Education. Students and parents are requested to cooperate to the fullest extent for continued service.

A student who qualifies for transportation has a specially marked I.D. which is his/her permit to ride the assigned bus. A student is responsible for the proper use, safekeeping, and careful accounting of his/her I.D. Since the school bus is an extension of the school, all school rules apply while a student is on the bus. A student must show the bus driver his/her I.D. each time they get on a bus. Drivers have been instructed not to allow a student on the bus unless he/she has his/her bus pass.

DuPage High School District 88 buses are equipped with a new GPS tracking system. **Versatrans Mystop** is a free, secure, web-based application. This new system will allow parents, guardians, staff and students the ability to view and track student bus information in real time for estimated arrivals at the student's bus stop. This app can be accessed using a smartphone, tablet or computer.

Information for your child's bus route is available beginning approximately 15 minutes prior to the start of the route. The most accurate data will be available within 10 minutes of your child's scheduled pick-up or drop-off time. If the application states, "Bus is not active" or "Bus is not running the scheduled route," it does not mean there is a problem with the bus. Our buses run multiple routes each morning and afternoon. These messages are displayed when a bus is running a different route, or is between routes**.**

NOTE: Questions pertaining to the buses should be directed to the Addison Trail Financial Secretary, Karen Venegas at (630) 628-3310 and the Willowbrook Financial Secretary, Erika Delgado at (630) 530-3445.

LATE BUS DEPARTURE	**LATE**	**LATE-LATE**
Monday through Thursday	4:30 p.m.	6:00 p.m.
Friday	4:30 p.m.	5:30 p.m.

Bus Conduct Policy

All students must follow the District's School Bus Safety Guidelines. Rules of behavior for school also apply to bus riders. Grounds for suspension from riding the bus include:

1. Breaking rules listed in the student disciplinary handbook;
2. Willful injury or threat of injury to a bus driver or another rider;
3. Defacement of the bus;
4. Use of profanity;
5. Repeatedly ignoring the directives of the bus driver or other supervisor;
6. Any other behavior that the administration deems to be unsafe or threatening.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to District policy and procedure concerning student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. If the content of the videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Discipline Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Student misbehavior may also result in suspension and/or expulsion from school, as well as referral to law enforcement authorities. A student who is suspended from riding the school bus who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

4:20 Student Parking and Driving

Student parking at school is a privilege granted by the school. Parking permits ($175.00 each) are issued to juniors and seniors who submit a completed parent request form available in the Dean's Office (WB)/Bookstore (AT). Parking permits may be issued to second-semester sophomores with Dean's (WB)/Police Liaison (AT) approval. Students with problems passing classes, with attendance, or with school behavior are subject to the loss of this driving privilege. Permits remain valid for the duration of the school year as long as the holder follows all parking rules and regulations, maintains regular attendance, follows the rules of the school, and is making academic progress.

- Only students with an authorized parking permit are given permission to drive to school.
- School officials maintain the right to search vehicles in the parking lot.
- All automobiles must be registered with the school, and the parking sticker must be affixed to the LOWER RIGHT-HAND corner of the windshield according to directions. Motorcycles and similar vehicles will display parking stickers prominently on the gas tank.
- Students may not use their motor vehicles to leave campus during their regularly scheduled school day without permission from the Dean.
- All automobiles should be kept locked when parked at school.
- Students are not to loiter in the parking lot.
- Sitting in automobiles, driving around the campus while waiting for someone, or PERMITTING OTHERS TO USE ONE'S MOTOR VEHICLE ARE VIOLATIONS OF SCHOOL POLICY.
- Motorcycles and similar motorized vehicles must be parked only in the designated area of the south parking lot.
- Operators of motorcycles and similar motor vehicles must not carry passengers, engage in any form of reckless driving or use their cycles in such fashion as to interfere with the flow of vehicular or pedestrian traffic. Good driving practices and responsible behavior are expected of students at all times.
- All students are to park in the student parking lot only. The drive in front of the school is reserved for buses.

A statement concerning rules and regulations to maintain the privilege to drive will be available at registration. If a student does not understand any of the statements, he or she should ask for clarification from the Deans. Violation of any one of the following conditions may result in the cancellation of a driver's parking permit. Motor scooters and other unlicensed vehicles may not be driven to school.

NOTE: If you have an emergency and have to drive a different car to school, please notify the Deans' Office when you arrive.

Vehicles parked in the lot without a parking sticker are subject to tow at the owner's expense. Complete rules and regulations, as well as applications, are available in the Dean's Office. DuPage High School District 88 is not responsible for any property damage, theft, or personal injury arising from any vehicle being driven onto or parked on School District grounds. All vehicles parked on School District grounds are subject to search.

DRIVER EDUCATION REQUIREMENT

The following procedures will be followed regarding the qualification for scheduling of students for driver's training:

> Students must have at least eight (8) credits over their past two (2) semesters and be 15 years of age to be eligible for driver's education. Credit status will be evaluated each semester until the student earns eight (8) credits. At that time, the student will become eligible to be placed in a driver education class. Students will be scheduled into a physical education class appropriate to the number of years they have been in high school in lieu of driver's education until they reach eight (8) credits over their past 2 semesters.

Section 5: Health and Safety

5:10 Health Services and Immunizations

The goal of health service is to assist the student to maintain his or her optimum health in order to learn. We work with the families, doctors, and teachers to keep the students in class as much as possible.

State law requires that all freshmen must obtain a physical examination and immunizations prior to entrance into the ninth grade. Parents objecting to immunizations on religious grounds shall present a signed statement of such objections to the school health services. A student not in compliance with the required immunizations will be excluded from school. 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).

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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 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 ninth grade 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.

Emergency first aid is provided for all students. Students seeking a medical diagnosis should contact their family doctor. Nurses do not diagnose.

If a student is ill in the morning she/he should check with parents rather than come to school for the nurse to send home. (Unless specifically requested by the Deans).

Students with a rash will be sent home for evaluation by a medical doctor.

Students requesting exclusion from PE or change to Adaptive PE will submit a doctor's statement to the Health Office.

Elevator keys when needed are supplied by the Health Office.

Physical forms and medication forms will be sent to incoming freshmen during the spring semester of their eighth grade. All incoming freshmen are required by law and the Illinois School Code to have a new physical upon entering ninth grade. Packets are available from the Health Office through the school year or Guidance Office during the summer.

Some students will be given a vision and hearing screening during high school. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Reporting Procedures:

1. Absent from school 3 or more consecutive school days: A student absent from school for three or more consecutive school days due to illness must report to Health Service to obtain a Health Service Admit before returning to classes.
2. Leaving school ill: Students who wish to be excused from school for illness are to report to the Health Office with their passes. Student will call home from the Health Office and the nurse will obtain permission from parent or guardian for student to leave school.
3. Late to school due to illness: If a student comes to school late, due to illness, he/she must report to the Health Service Office.
4. Exclusion from physical education/Adaptive Physical Education: A student requesting to be excluded from physical education or requesting to be placed into adaptive physical education shall submit a doctor's statement to the Health Service.
5. Excessive absences: If a student is excessively absent the school may require an additional physical examination to be filed with the Health Service.

Medication Required During the School Day:

Students requiring medication during the school day must follow the guidelines presented below. No medication is given without authorization from the student's physician, physician assistant, or advanced practice registered nurse ("licensed health care provider"). This includes prescription and over-the-counter medication. All attempts should be made to schedule medication administrations outside school hours. All medication left in the health office at the end of the school year will be discarded.

1. The student's parent or guardian shall provide to the school nurse a written request authorizing the administration of prescription or non-prescription medication at school. The request shall include the parent's or guardian's name and phone number in case of an emergency.

2. The student's licensed health care provider shall provide written orders for medication administered in school. This order shall contain; student's name, the date, name of medication, dosage, administration time and route, and the provider's signature. The licensed health care provider must also provide a diagnosis of the condition for which the medication is to be given, side effects he/she is concerned about, and phone number where he/she can be reached.

3. Medication authorizations and orders must be renewed annually. Changes in any medication will be made only upon the written order of a licensed health care provider and written request of the parent or guardian.

4. All medication shall be brought to the school in the original container properly labeled by the pharmacy or licensed health care provider.

5. The school nurse shall maintain a written record of all medication administered.

6. The school will provide a locked space for the safe storage of all medication. Only authorized personnel will have access to the cabinet.

7. Students will be responsible for removing from the school any unused medication which was prescribed. If medication is not picked up, the school nurse will dispose of the medication, and document that medications were discarded. Medication will be discarded in the presence of a witness.

8. A student may possess asthma inhaler, and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian and the student's health care provider have completed and signed a "School Medication Authorization Form". If the student's licensed health care provider does not complete and sign the "School Medication Authorization Form", the parent/guardian must also provide the prescription label containing the name of the asthma inhaler and/or medication, prescribed dosage, and the time at which or circumstances under which the asthma inhaler and/or medication is to be administered. A student may possess an epinephrine auto-injector (EpiPen®) for immediate use by the student, provided the student's parent/guardian and the student's health care provider have completed and signed a "School Medication Authorization Form". If the student's licensed health care provider does not complete and sign the "School Medication Authorization Form", the parent/guardian must also provide a written authorization from the student's health care provider for the use of an epinephrine auto-injector, and a written statement from the student's health care provider containing the name and

purpose of the epinephrine auto-injector, prescribed dosage, and the time or times at which or the special circumstances under which the epinephrine auto-injector is to be administered.

The parents must also sign a document acknowledging that, except for willful and wanton conduct, school district personnel incur no liability and that the parents will release, save, defend, indemnify and hold harmless the school district, its school nurse, employees, and agents (including any and all physicians providing standing protocols or prescriptions to the District for epinephrine auto-injectors standing protocols for the use of epinephrine auto-injectors, or standing protocols for response to anaphylactic reaction), from any injury arising from the self-administration of the medication, administration of an epinephrine auto-injector by the school nurse when he/she in good faith professionally believes that a student is having an anaphylactic reaction, or use of an epinephrine auto-injector. 105 ILCS 5/22-30.

9. The school district may maintain at a school in a locked, secure location a supply of epinephrine auto-injectors pursuant to a physician prescription in the name of the school district, to be maintained for use when necessary. The school district supply of epinephrine auto-injectors may be provided to and utilized by any student authorized to self-administer that meets the prescription on file or by any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epinephrine auto-injector to the student, that meets the prescription on file. When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse may utilize the school district supply of epinephrine auto-injectors to respond to anaphylactic reaction, under a standing protocol from a physician licensed to practice medicine in all its branches.

No medication will be given by school personnel unless these guidelines are followed. The school district retains discretion to reject requests for administration of medication subject to the requirements of the Individuals with Disabilities Education Act.

Students with Asthma:

As of January 2017, Illinois State law (PA 99-0843) requires that an Asthma Action Plan be requested from parents of children with asthma. An Asthma Action Plan is a written plan developed by the child's physician indicating how to treat and control their asthma symptoms during the school day. The Asthma Action Plan is submitted to the Health Office at the beginning of each school year. The plan must be renewed each school year or when updated by physician, or as requested by the school nurse.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis-infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis.*

Medical cannabis-infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

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.

5:30 School Counseling

The School Counseling Department, and more particularly, your student's counselor, will provide a comprehensive school counseling program that is developed, delivered, and maintained to promote student achievement in academic, career, and

personal and social domains during the four years of highschool. When your counselor is not available, please see the Director of School Counseling or another counselor or make an appointment with the Counseling Administrative Assistant. Students are encouraged to see a counselor during a lunch period or study hall. Please encourage your student(s) to take advantage of our services.

DISTRICT-WIDE PPS STAFF ASSIGNMENTS

District-Wide	Programming	Students	Contact
Christine Palumbo	**District School Psychologist**	**Transition Program Private/Parochial Some AT/WB**	**(630) 628-3354 cpalumbo@dupage88.net**
Angelica Sierra	**Speech Language Pathologist**	**Learning Services @ Addison Trail and Willowbrook**	**(630) 530-3680 asierra@dupage88.net**
Laura Weinbrenner	**Speech Language Pathologist**	**Learning Services @ Addison Trail and Willowbrook**	**(630) 530-3681 lweinbrenner@dupage88.net**

WILLOWBROOK PPS STAFF ASSIGNMENTS

Willowbrook	Programming	Students	Contact
Travis Wolff Director of Counseling	**Counselor, Senior Programming Coordinator, McKinney Vento Liaison**	**Class of 2026, 2027 (A and 504s) Class of 2028, 2029 (A)**	**(630) 530-3421 twolff@dupage88.net**
Neil Wahlgren	**Counselor, Scholarships and Sophomore Programming**	**Class of 2026, 2027 (B-C and R-Re) Class of 2028, 2029 (Ku-Mo)**	**(630) 530-3422 nwahlgren@dupage88.net**
Cindy Zamora-Failla	**Counselor, Sophomore Programming & Groups Coordinator**	**Class of 2026, 2027 (D-H) Class of 2028, 2029 (D-G)**	**(630) 782-3137 czamora@dupage88.net**
Lourdes Piña	**Counselor, Freshman Programming Coordinator**	**Class of 2026, 2027 (I-Lo, EL Students 1&2 K-Z) Class of 2028, 2029 (H-Kr)**	**(630) 530-3415 lpina@dupage88.net**
Nadia Malik	**Counselor, Junior and Career Programming**	**Class of 2026, 2027 (Lu-Q) Class of 2028, 2029 (Mu-Ra)**	**(630) 530-3435 nmalik@dupage88.net**

Scott Forcash	**Counselor, Freshman Programming Coordinator, NCAA Eligibility and Scholarship Coordinator**	**Class of 2026, 2027 (Ri-U) Class of 2028, 2029 (Re-S)**	**(630) 530-3420 sforcash@dupage88.net**
Kimberly Mikesell	**Counselor, College and Senior Programming Coordinator**	**Class of 2026, 2027 (V-Z and Learning Services K-Z) Class of 2028, 2029 (T-Z)**	**(630) 458-4527 kmikesell@dupage88.net**
Carmen Avdiu	**Counselor, Junior Programming Coordinator**	**Class of 2026, 2027 (Learning Services A-J, EL Students 1&2 A-J) Class of 2028, 2029 (B-C)**	**(630) 530-3424 cavdiu@dupage88.net**
Ayesha Rizvi	**School Psychologist**		**(630) 530-3434 arizvi@dupage88.net**
Arbnora Hadji	**School Psychologist**		**ahadji@dupage88.net**
Erik Engel	**School Social Worker**		**(630) 530-3423 eengel@dupage88.net**
Irene Mason	**School Social Worker**		**(630) 530-3695 imason@dupage88.net**
Christina Kuo	**School Social Worker**		**(630) 530-3436 ckuo@dupage88.net**

ADDISON TRAIL PPS STAFF ASSIGNMENTS

Addison Trail	**Programming**	**Students**	**Contact**
Kevin Redding, Director of Counseling	**Director of Counseling**	**PL-ROQ**	**(630) 628-3324 kredding@dupage88.net**
Dana Marine	**Co-Career Coordinator**	**MEN-PI**	**(630) 628-3373 dmarine@dupage88.net**
Shane Cole	**College & Scholarships Coordinator**	**CR-GUT, GOAL**	**(630) 628-3322 scole@dupage88.net**
Tina Gatses	**SEL Groups Coordinator**	**GUV-MEL**	**(630) 628-3320 tgatses@dupage88.net**
Isabel Witte	**EL Groups Coordinator**	**EL**	**(630) 628-3325 iwitte@dupage88.net**
Jessica Connolly	**AP Coordinator**	**ROS-Z**	**(630) 628-3373 jconnolly@dupage88.net**
Allison Nix	**COD Connections**	**SPED, Vision**	**(630) 628-3317**

	Coordinator		**anix@dupage88.net**
Mario Fernandez	**Co-Career Coordinator**	**A-CO**	**(630) 628-3321** **mfernandez@dupage88.net**
Alexandra Miller	**Achieve Coordinator**	**Achieve**	**(630) 458-4531** **amiller@dupage88.net**
Nina Kothari	**School Psychologist**		**(630) 458-4530** **nkothari@dupage88.net**
Monica Escalera	**School Psychologist**		**mescalera@dupage88.net**
Jennifer Dowling	**SEL Interventionist**		**(630) 458-4532** **jdowling@dupage88.net**
Jorge de Leon	**School Social Worker**		**(630) 628-3374** **jdeleon@dupage88.net**
Nadia Gomez-Moran	**School Social Worker**		**(630) 458-4296** **ngomezmoran@dupage88.net**

Mental Health Supports and Services Information

www.dupage88.net/Supports

5:40 Safety and Drill Procedures

The care and safety of students is a top priority for the District 88 Board of Education, administration and staff. Many strategies have been put in place to ensure a positive learning environment and student safety at all times. District and building administrators have worked closely with national experts and local law enforcement officials to maximize safety, security, and response during a crisis.

As parents and guardians, you can encourage your student(s) to work with school officials to share any information that contributes to creating a positive learning environment and may help prevent a crisis situation. A Hotline at Addison Trail and Willowbrook is available to anonymously share concerns or information.

Addison Trail and Willowbrook administrators will communicate with parents and students during the year the numerous safety and security strategies that are in place and constantly changing to include the best practices for school safety.

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 drill to address an active shooter 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 will not be preceded by a warning to students.

TORNADO – When an administrator announces that a tornado is in the vicinity, teachers and students should move to the designated lower floor and stay near an interior wall. The most important thing is to stay away from all forms of glass.

EMERGENCY CLOSING DAYS – When emergency conditions are so severe that Addison Trail and Willowbrook High School will close, an Alert Now computer phone system will call each home. Listen for the announcement on WGN Radio 720-AM or WBBM Radio 780-AM for the statement that Addison Trail High School and Willowbrook High School or DuPage High School District 88 will be closed that day. Watch CBS Ch.2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable for closing information. **The name of our school district is DuPage High School District 88.**

District 88 has a Crisis Intervention Team (C.I.T.) at each school. These individuals have been trained in implementing the Crisis Intervention Program of the school. In the instance of administrative knowledge of either a student's death or serious injury, CIT members will be assigned to various strategically located sites within the building to assist students in various ways and to recommend other professional services as deemed appropriate. Additional information can be obtained from the Assistant Principal in each building. District 88's Guidance offices have a handbook listing community resources that is available upon inquiry.

Students, parents, or guardians in need of help in handling difficult problems/situations are offered the following recommendations:

1. Crisis Unit, DuPage County Health Department, (630) 627-1700
2. DuPage County Health Department, Satellite Center, 1111 E. Jackson, Lombard, (630) 620-3350
3. DuPage County Health Department, Mental Health Center, 1111 E. Jackson, Lombard, (630) 627-7772

Parents and students wishing to report information anonymously can do so using the following numbers:

1. Illinois School Violence Tip line 1-800-477-0024
2. Addison Trail Emergency Hotline – (630) 782-2801
3. Willowbrook Emergency Hotline – (630) 782-2803

5:50 Communicable Diseases

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

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

5:70 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/).

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 or designee.

Section 6: Discipline and Conduct

6:20 Student Appearance

Students are encouraged to dress in a manner that reflects their individuality and self-expression, but which is also appropriate in an educational setting. The primary purpose of the school is education and matters of personal appearance must be appropriate to the situation. This is a joint responsibility of the student and the student's parent/guardian(s) or guardian(s). The District 88 dress code 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 responsibility for implementing the rules and regulations which the Board of Education expects every student to observe is delegated to the principal who has the authority to make decisions regarding the appropriateness of student dress, and to take corrective and/or disciplinary action as necessary.

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.

Students will wear clothing covering specific body parts, such as their genitals, buttocks, breasts, and nipples with opaque fabric appropriate for weather and class activities.

Students may also wear the following headwear/coverings:

- Caps/Hats - Must be worn straight forward or straight backwards and must allow the face and eyes to be visible to staff.
- Religious/Cultural Headwear - Including but not limited to headscarves, hijabs, burkas, do-rags, and bandanas.
- Hooded clothing - Wearing the hood overhead is allowed, with the face and ears visible to the school staff.

Students may not wear clothing/accessories/masks that:

- Displays underwear;
- Displays bras, excluding the strap unless it is designed to do so;
- Depicts or refers to alcohol, drugs, tobacco, gang/cult, or obscenities;
- Promote acts of violence, self-destruction, and sexual or promiscuous behavior; and
- Contains or references vulgar language or contributes to the creation of a hostile, offensive, or intimidating environment based on race, color, religion, national origin, age, disability, gender, or sexual orientation.

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and appearance extremes. In the case of questionable dress or appearance that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, contact will be made seeking parent/guardian cooperation and assistance. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

UNIFORM MODESTY

District 88 supports students to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

COSTUMES

Wearing costumes during the school day or at school sponsored events must have prior approval from the building Principal and will adhere to the dress code.

Students and visitors may be provided and/or asked to wear a mask, over the mouth and nose, in the event certain health mitigations are necessary.

6:30 −Prohibited Student Conduct

The Board of Education believes that every student, who has a sincere desire to remain in school, to be diligent in study, and to profit from the educational experiences offered, will have the opportunity for educational success. It is expected that each student will comply with the established, well-defined school rules and regulations. Moreover, students are prohibited from engaging in conduct that, in any way, disrupts the educational process or infringes upon the rights of others. The policy sets forth states in brief form examples of prohibited behavior and the usual disciplinary action that will be taken. However, the Administration and the Board will review the individual circumstances of any misconduct. Any gross disobedience/misconduct, as determined by the Administration and the Board, may result in suspension and may be grounds for expulsion, definition to follow. For gross misconduct, the Board of Education has the authority to expel a student for up to two calendar years from the date of the Board approval of the expulsion. If a student violates a law, the police department will be notified of the illegal action. Additionally, the District will report any incidents involving drugs, weapons, or battery to staff to the Illinois State Police via the School Incident Reporting System. Any incident posing a "clear and present danger" will be reported to the Illinois State Police as part of the "School Administrator Reporting of Mental Health Clear and Present Danger Determinations Law".

Attendance and behavior problems may result in loss of driving privileges, attendance at prom, and other activities, including the exclusion from the graduation ceremony. If a student does not conduct himself or herself according to the school rules and regulations, disciplinary action will be taken. It must be remembered that the teacher has the right and responsibility to maintain order in the classroom, even if it means physical restraint to ensure the safety of the class. In addition, in the event of a disciplinary related incident, due process will be exercised. 'Due process' will be followed in all disciplinary related cases. Behavior violations that take place out of school can be subject to school consequences if the incident can be tied to a potential school disruption. Any student who aids or abets another student in the commission of a crime or violation of a school rule will be issued consequences accordingly.

Note: There may be a sequence of consequences for each behavior incident. Pupil personnel teams who could recommend other interventions or special education screening continually monitor student behaviors and academic performances.

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:

    - 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*).

    - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

    - 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.

    - "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.

- 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.
- 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.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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 District 88 schools or school activities, including but not limited to:

1. On, or within sight of, District 88 school grounds before, during, or after school hours or at any time;
2. During-Remote Learning Days;
3. Off District 88 school grounds at a District 88 school-sponsored activity or event, or any activity or event that bears a reasonable relationship to a District 88 school;
4. Traveling to or from a District 88 school or a District 88 school activity, function, or event; or
5. Anywhere, if the conduct interferes with, disrupts, or adversely affects the District 88 school environment, District 88 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 District 88 students, staff, or school property.

Multiple Behavioral Incidents

- When a student has two significant (3 days or more) suspensions within a school year, the student will be referred to the PPS Team for review of the student's educational program. A recommendation will come from this meeting and be shared with the student and parent/guardian in a parent/guardian conference.

- Disciplinary probation may occur when a student has repeated incidents of misbehavior, including repeated refusal to comply with school rules that lead to four significant (3 days or more) suspensions or 15 days of suspension in a school year. This recommendation would come from the Principal after a meeting conducted by the Student Support Team (SST). This committee includes, but is not limited to, the Assistant Principal, Director of Deans, Director of School Counseling, appropriate School Counseling counselor, psychologist, social worker, Department Chair of Special Education parent/guardian and student. The disciplinary plan would be agreed upon and signed by the student, parent/guardian, and the Director of Deans. A letter from the Principal would be sent to the student detailing the process of disciplinary probation.

- Any additional violation of school rules that warrants suspension will result in a meeting with the Student Support Team. The recommendation from this meeting may result in a recommendation for expulsion/change in placement.

- In the event that the administration determines that a student is in danger of harming himself/herself or others a safety evaluation conducted by a licensed medical professional authorized by the district may be required before student re-entry into school.

Disciplinary Measures

District 88 is committed to the use of Positive Behavior Interventions and Supports as well as Restorative Practices and Restorative Justice processes in the implementation of school discipline policies. District 88 will provide students with Due Process in all matters related to suspensions and expulsions. 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 may 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 Intervention (ISI).

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.Out of school suspension (OSS) ~~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.

15. Referral to School Resource Officer.

16. Referral to community mental health agency (i.e. NEDFYS, Serenity House, DCHD).

17. Restorative Practices.

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. **For the following list of behaviors listed below, potential disciplinary measures could include any of the 17 potential disciplinary measures listed above based on the severity and frequency of the incident based on the discretion of the school officials.**

Examples of prohibited conduct

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

Smoking/Tobacco Use

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.

Alcohol

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.

Controlled Substance

3. Using, possessing, distributing, purchasing, selling or offering for sale:

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).

Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

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.

"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.

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.

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.

Weapons and Firearms
Items used as a Weapon
Chemical Sprays

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

Cell Phone
Telecommunication
Device

5. Using or possessing an electronic paging device. Using a cellular telephone, smartphone, video or audio recording device, personal digital assistant (PDA), smart watch, Chromebook, laptop 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~~ academic class periods 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 and/or passing periods; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
	6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
Referral **Multiple Incidents** **Parking Lot** **Verbal Altercation** **Vulgarities** **Class/Bus/Cafeteria behavior**	**7. 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.**
Academic Dishonesty **Academic Fraud**	**8. 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.**
Fighting **Bullying** **Intimidation**	**9. 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.**
Sexting	**10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.**
Sexual Harassment **Sexual Assault**	**11. Engaging in teen dating violence.**
Invasion of Privacy	**12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.**
Trespass	**13. Entering school property or a school facility without proper authorization.**
False Emergency Alarm	**14. 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.**
Halls or Other restricted areas **Leaving the Building** **Loitering** **Absence** **Truancy** **Tardiness**	**15. Being absent without a recognized excuse.**
Gang/Cult recruitment	**16. Being involved with any public school fraternity, sorority, or secret society.**

Gang/Cult Activity	**17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.**
Battery **Burglary** **Theft** **Gambling** **Hazing** **Arson** **Forgery** **Vandalism (AED)**	**18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.**
	19. 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.
Bomb threat **Technology/Network Usage**	**20. 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.**
	21. 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.

[1]**These violations may be referred to authorities/law enforcement for legal action, as they are violations of the Illinois Compiled Statutes.**

[2]**Reduction of Suspension days.** In order to provide a positive alternative for suspension due to drug, alcohol, aggression, smoking violation, gang activities, or any behavior identified by the Deans as appropriate for intervention, Addison Trail High School and Willowbrook High School, in conjunction with appropriate professional personnel, have developed educational programs for parent/guardians and students. These programs focus on assessment and education. These are not treatment programs; rather, they are designed to be positive alternatives to students missing educational opportunities. The school views these programs as a positive alternative to students missing educational opportunities. Additional information about these programs may be obtained in the Deans' Office. (The cost of these programs is the family's responsibility)

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 physical 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 or threaten bodily harm.

(3) Any "look alikes" of any weapon as described 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.

SUSPENSION:

OUT OF SCHOOL SUSPENSION (OSS) is the exclusion of a student from school for a period of up to ten days. Suspended students may not participate in any extracurricular activities, practices, etc., during the suspension. Suspended students may not be on school grounds and are subject to more severe penalties if this is violated. Students are entitled to make up missed work at a time convenient for the teacher. Students must initiate the request to make up work and ensure the work is completed. Student and parent/guardian may be requested to meet with a dean prior to re-entry upon the completion of a suspension.

IN-SCHOOL INTERVENTION: The Addison Trail and Willowbrook In-School Intervention Program (ISI) serve as alternative programs to "out of school" suspensions. Students assigned to in-school intervention will spend the school day in the intervention room working on missed assignments and engaging in behavior improvement activities. Any questions regarding the ISI should be directed to the Assistant Principal.

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.

ACADEMIC HONESTY: A student violating academic honesty, as defined by the instructor, may receive a grade of "0" for the assignment/test/project/paper. Students will not be allowed to make up this work for a higher grade. Teachers are to contact parents/guardians, document in Powerschool, and complete a Dean's referral for recordkeeping purposes. If a parent/guardian cannot be reached by telephone, a written communication will be made either by email or by mail. Additional violations will result in a parent/guardian conference and possibly further disciplinary action.

CONTROLLED SUBSTANCE – BEING UNDER THE INFLUENCE – In the event that school personnel has reasonable suspicion that a student may be under the influence of a controlled substance, the school has the right to suspend the student. Parents/guardians may challenge the suspension with drug screening results obtained the same day (or at a time determined by the administration) from a legitimate institution at the parent/guardian's expense.

SUPERVISION AFTER SCHOOL – Each day, 20 minutes after the end of the school day, all students who are not under the direct supervision of a staff member will be asked to leave the school property. Students unable to leave the school property will

be escorted to a supervised area of the building.

CELLULAR PHONE AND ELECTRONIC DEVICES*:* Students are permitted to use cellular telephones before and after the school day only unless otherwise authorized by the school administration, provided that it is not disruptive to school activities or events. Students will utilize technology to enhance instruction. Any device with photo capability is not permitted in bathrooms or locker rooms at any time.

The School District is not responsible for the loss or theft of any personal property or device regardless of whether use of the property or device has been authorized. Prohibited devices left unattended on school property are subject to confiscation by the District.
The District is not responsible for any confiscated or surrendered device. Confiscated or surrendered devices shall be returned to the parent/guardian or guardian of a student upon request.

VIDEO SURVEILLANCE: To assist in maintaining security and to deter inappropriate conduct, DuPage High School District 88 may position video cameras and/or monitors in public areas of school property, such as in the hallways, stairwells, the gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct, which is recorded or observed from the camera.

Student IDs: Students are issued physical and digital identification cards each year. The purpose of the card is to assist in the proper control of visitors to the building and the lending of library books and various kinds of school property. **ALL STUDENTS ARE REQUIRED TO PRODUCE THE I.D. CARD WHEN ASKED TO DO SO BY ANY STAFF MEMBER.** Students who lose cards should report to the Deans' Office to have new ones made. The replacement fee is $3.00.

Application of School Rules
The right to attend school is not absolute. The right of one person to attend school must not place in jeopardy the opportunity of others to profit from school. **The policies and procedures of DuPage High School District 88 ensure that there will be no discrimination on the basis of sex, race, religious preference, or other legally protected characteristics. Questions concerning this policy may be referred to Erica Craig, Assistant Superintendent of Student Programs and Services.**

Parents/guardians having a concern/complaint involving a member of the professional staff should first discuss the matter with the person or persons directly involved. If the concern is not resolved satisfactorily, subsequent conferences may be held in the following order:

1. A conference including the department chairperson with the parties involved.
2. A conference including the responsible administrator and the parties involved.
3. A conference including the principal and the parties involved.

It is expected that these conferences will be held in person.

DUE PROCESS

A person who alleges that a Policy or procedure (*including suspension from school)* has been wrongfully applied or has resulted in the unfair and/or inequitable treatment of a student may submit such allegation, in writing, within ten (10) calendar days of the event giving rise to the allegation.

PROCEDURES:

1. The allegation shall be submitted to the Assistant Principal in writing.
2. The Assistant Principal shall schedule an administrative review conference with the grievant within five (5) school days of the receipt of the appeal form. The conference will be held within ten (10) school days of the receipt of the appeal conference.
3. If the matter is not resolved at the Assistant Principal level, you may request and appear at a hearing to discuss the allegations with a Board of Education hearing officer. This written request should be sent to the Assistant Superintendent in the district office within five (5) school days of receipt of the PPS Supervisors. At the hearing, the student may be represented by counsel and may also present witnesses, documents, and other evidence and arguments related to the allegations. After the hearing, the Board of Education will take such action, as it deems appropriate.

6:40 Prevention of 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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of homelessness, or actual or marital status or 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 (bullying through the use of technology or any electronic communication) 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.

Anonymous Bullying hotline:
AT: hotlineat@dupage88.net
WB: hotlinewb@dupage88.net

Nondiscrimination Coordinator

Erica Craig, Assistant Superintendent for Student Programs and Services

ecraig@dupage88.net

Complaint Managers:
Pedro Castro – Addison Trail Assistant Principal – (630) 628-3304
Joseph Helton – Willowbrook Assistant Principal – (630) 530-3441

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 parent/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*.

6:42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

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

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

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

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

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

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

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

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

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;

4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;

5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

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

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

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

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

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

6:45 Harassment and Teen Dating Violence Prohibited

Harassment Prohibited
No person, including a school or school district employee or 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 identity1; 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
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.

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Making a Complaint; Enforcement
Students are encouraged to report claims or incidents of sexual harassment, teen dating violence, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Anonymous complaint hotline:
AT: hotlineat@dupage88.net
WB: hotlinewb@dupage88.net

Nondiscrimination Coordinator:
Erica Craig, Assistant Superintendent for Student Programs and Services, ecraig@dupage88.net
Complaint Managers:
Pedro Castro – Addison Trail Assistant Principal – (630) 628-3304
Joseph Helton – Willowbrook Assistant Principal – (630) 530-3441

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

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

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

Retaliation Prohibited

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

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

APPEAL PROCEDURE
In the event that a student or parent/guardian feels a complaint has not been resolved, the student or parent/guardian has a right to a hearing. To schedule a hearing, please call Erica Craig, Assistant Superintendent of Student Programs and Services at (630) 458-4542. Further appeals may be taken to the Board of Education, then to the Superintendent of the Educational Service Region, and finally to the State Superintendent of Education.

6:60 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/guardian 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;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

6:70 Access to Student Social Networking Passwords & Websites

School officials may not request or require a student or his or her parent or 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. However, 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 content that is reported in order to allow school officials to make a factual determination. Refusing to comply with this request may result in potential disciplinary measures.

Section 7: Internet, Technology and Publications

7:10 Internet and Network Acceptable Use

Electronic networks, including the internet, are a part of the District's instructional program. Use of the District's electronic network allows student access to electronic mail communication and other forms of electronic communication; to information via the World-Wide Web and other information networks; and to various research sources. The District's network is part of its curriculum and is not a public forum for general use. In this handbook, "electronic network" and "network" include all technology resources provided by the District, which may include but are not limited to:

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

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

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, (b) be consistent with the educational objectives, policies, rules, and regulations of the

District, and (c) be in compliance with District discipline/student behavior codes. This policy extends to any and all remote use, including use for E-Learning and Remote Learning Days. Students accessing instruction or student supports remotely shall adhere to all behavior expectations and acceptable use expectations outlined in the District 88 student handbook and/or state and federal law.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

No Expectation of Privacy - There is no expectation of privacy for any communication or data sent or received via the network.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes but is not limited to the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without their consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

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

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the network have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.
- Do not audio or video record E-Learning or Remote Learning instruction or services without permission.

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

1. Each re-publication (on a website or file server) of an image, video, or any other file that was produced externally must include a notice crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide such permission. The manager of the website displaying the material may not be considered a source of permission.

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

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

7:20 Security and Responsible Disclosure

Disclosure - Network security is a high priority. If the user identifies a security problem on the network or Internet, the user must notify the system administrator or school administration immediately. The student must not disclose or demonstrate this information to other students.

User Accounts - All students will be issued various accounts in District 88. Student accounts are never to be shared between students or other individuals. All account information should accurately reflect the student using the account, and pseudonyms should not be used, nor should the student's identification be falsified. Attempts to log on to a device or system as a network administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Password - Keep your account and password confidential. Network and account passwords should always be stored securely, either using a password manager or another method to protect this information. Students should always use strong passwords of at least 10 characters with mixed-case letters, numbers, and special characters. It is strongly discouraged to use the same password to protect multiple accounts. Whenever possible, it is strongly encouraged that students use multi-factor authentication. Passwords are not to be shared with other students or individuals, although District administration may request account information in select cases. To the extent permitted by law, the student must provide requesting District administrators with all usernames, passwords, and/or passcodes to a device and its contained software or applications upon request. Failure to provide administrators with access to a device may result in lost content. In addition, the student may also be subject to discipline or other consequences if the student is unwilling to provide such access.

District Retention of Records Created by the Device - To the extent permitted by law, the District may retain any records, including but not limited to electronic communications, such as emails and messages on personal social media accounts, from a device that it determines must be retained by law, including public records under the Illinois Local Records Act, school student records under the Illinois School Student Records Act, and educational records under the federal Family Educational Rights and Privacy Act.

Circumventing Security Measures - No attempts should be made to circumvent the security protections of the District or any network. This includes, but is not limited to, using VPNs, proxies, anonymizers, TOR, etc. Students are not permitted to scan, test, or penetrate the network's security protections.

7:30 District-Issued Student Devices

DuPage High School District 88 provides a District-issued Chromebook and related equipment to each of its students. Inappropriate use of technology, including but not limited to: audio or video recording without prior permission, cyberbullying or harassment, acquiring, distributing, searching, or viewing of inappropriate content, plagiarism, or any other offense may result in disciplinary action according to the guidelines in DuPage High School District 88 Student Handbook and Board Policies.

School-Related Use - The device is intended for use only by the student for school-related/educational purposes. Use of the device must comply with all District discipline/student behavior policies, procedures, and rules.

Student Expectations - Students are expected to follow the policies outlined in *7:10 Internet and Network Acceptable Use Policy* when using their District-issued device. The student's use of the District-issued device is subject to the discipline/student behavior policies, procedures, and rules of the District and school at all times. Students may not lend District-issued devices or equipment to anyone.

Costs - An annual fee will be charged every year the student attends District 88 schools. Students who graduate from the District will have the option to keep their device upon graduation. Students leaving the District prior to graduation will have the option to purchase the device at a cost to be determined at the time of exit from the District. Waivers will be granted for qualifying students in accordance with the *4:140 District's Waiver of Student Fees Policy*. Transfer students who decide not to keep their District-issued device will need to return the device and charging accessories to the District.

Ownership - The District retains ownership of the District-issued device and related equipment while the student is in attendance in the District. A student has no expectation of privacy in a District-issued device or any communications, messages, or data located or stored on the device. The device will not be filtered after the student leaves our District and the District is not responsible for the device or its content once the student leaves the District. The District-issued device/equipment must be turned over to District staff upon request for content inspection, maintenance, or other administrative or support actions. All students must provide access and passcodes to the device upon request by a building administrator. District administrative staff and faculty retain the right to collect and/or inspect the device/equipment and alter, add, or remove software or hardware installed on the device at any time.

The District reserves the right to block application functionality, implement security measures, change device settings, or take any other administrative or security steps, as deemed necessary at the District's sole discretion. Any attempt to modify (i.e., "Jailbreak") District-issued devices or equipment, including but not limited to changing Internet access settings, will be considered a violation of District policy.

Home Use - Students are permitted to take their District-issued device/equipment home at the end of the school day. Students not graduating, transferring, or otherwise permanently withdrawing from District 88 will keep their District-issued device/equipment over the summer and all recess periods.

Charging - Students are required each day to charge their devices at home and bring devices to school fully charged and ready for classroom use. A limited number of loaner devices will be available in the technology department in the event that a device is forgotten or if the device is brought to school without a charged battery. If the charger becomes damaged, students may obtain a replacement charger from the technology office. If the charger is lost, replacement chargers may be purchased from the bookstore.

Return of the Device - The District may require the student to return the District-issued device/equipment at any time. The student must return the device/equipment in the same condition as when the District issued it. A student who fails to produce the device/equipment within 24 hours after such a request may be subject to discipline or other consequences. District 88 may file a stolen property report with local law enforcement if a student does not return District-owned devices/equipment when requested or upon the student's withdrawal. Unauthorized persons in possession of District property are subject to prosecution under Illinois law.

Lost Device/Stolen Device - District-issued devices that are lost or stolen will be the responsibility of the family to replace at the full cost of the device. Intentional damage and/or theft will be reviewed on a case by case basis with the Dean's office according to the District 88 Board Policies and Student Handbook. In these instances, repair costs will be at the discretion of the administration. Any stolen devices need to be reported to the Dean's office and a police report will be filed.

Care of the Device - The student and his/her parent(s)/guardian(s) are responsible for the reasonable care of the device/equipment, including but not limited to keeping the device/equipment within the provided casing, securing the device/equipment in a safe location, and taking reasonable steps to protect the device/equipment from damage, loss, or theft. Serial numbers and identification tags shall not be removed, altered, or tampered with.

Repair of Devices - Only authorized District personnel are permitted to repair or service District-issued devices. Unauthorized repairs are strictly prohibited. The District reserves the right to charge fees for maintenance and repairs, in accordance with applicable law. The following Repair Schedule details the fee structure for District-issued device repairs.

Repair Schedule:

- Normal wear and manufacturer defects will be repaired at no cost.
- Damage (including, but not limited to, broken chassis, screens, ports, chargers, or missing keys) will incur the following fees:
    - 1st repair: $50
    - 2nd repair and subsequent repairs: $100
- Devices with irreparable damage will be replaced, and the full replacement cost will be assessed.

Internet Safety and Protection - In compliance with the "Children's Internet Protection Act," the District installs and operates filtering software designed to restrict, block, and filter Internet access to items that may include obscene, child pornographic, and any other material deemed inappropriate for students. The District will filter or block any material on a District-issued device that the District, in its sole discretion, deems to be inappropriate, including certain Internet sites. The District may grant requests to adjust filters or unblock sites/service for bona fide educational purposes, and a student may make a request to his/her teacher to have such filters or blocks adjusted for such purposes. However, the District does not and cannot guarantee the efficacy of its filtering software. The District's use of filtering software does not relieve students and their parent(s)/guardian(s) of their responsibilities with respect to the use and care of the device. Regardless of where the device is used, students and their parent(s)/guardian(s) are responsible for abiding by State and Federal laws and regulations, complying with the District's Internet guidelines, and complying with District policy and procedure and the terms of this Agreement. The presence of filters or blockers does not relieve the parent(s)/guardian(s) of a student of their responsibility for supervising the student's use of the device outside of school.

Safety Training - The District provides training in Internet safety and digital citizenship as part of our District 88 required curriculum.

Supervision Outside of School - The District's issuance of a device to the student does not create any duty on the part of the District to provide supervision of the use of the device or protection of the student regarding use of the device outside of school or outside of school hours. It is the sole responsibility of the parent(s)/guardians(s) to supervise the student use of the device when outside of school or outside of school hours.

District Right to Monitor - Users have no expectation of privacy or confidentiality with respect to the use of District-owned devices regardless of whether the use of such device is for District, school, classroom, or personal purposes. This is because the student is using a District-owned device. The device may contain tracking and/or monitoring software that allows the District to obtain and record information concerning the use of the device. The District does not actively monitor the use of the devices outside the District's internal network and does not guarantee that devices can be located. Students and/or parent(s)/guardians(s) must notify school administrators if a device is missing and, for safety reasons, should not attempt to recover devices on their own. School administration will work with local law enforcement to recover devices.

Electronic Messaging - Teachers, coaches, and co-curricular sponsors may communicate with students outside of regular school hours about matters pertaining to school-related academics, athletics, and/or extracurricular activities. These communications may use the District's email system or other District-managed electronic communications systems. Electronic communications between staff and students are not social in nature. Please contact the building principal with questions or concerns about electronic messaging.

District Policies - The student's use of the device is subject to all District policies and procedures, including but not limited to the following policies and their related procedures:

- *6:235 Access to Electronic Networks*
- *6:260 Complaints About Curriculum, Instructional Materials, and Programs*
- *7:130 Student Rights and Responsibilities*
- *7:180 Prevention of and Response to Bullying, Intimidation, and Harassment*
- *7:190 Student Behavior*
- *7:315 Restrictions on Publications*
-

Installation of Applications - The District provides certain District-purchased software on devices. Parent(s)/guardian(s) acknowledge that the District is not responsible for the operator's activities performed while using any applications. Charges from Apple, Google, or other third-party providers that are generated from within any application or content/media (i.e., "In-App Purchases") are the sole responsibility of the user. Students are permitted to add or download additional applications that have been approved by the District. The District is not responsible for the disposition of personal applications. The District is not responsible for any software loaded on home devices or the effect or interaction that the District-provided device or its software may have on the other programs or systems of the home device. Students may not attempt to remove or change the physical structure of a District-issued device. Students may not attempt to install or run any operating system on a District-issued device other than the operating system supported by the District.

Revocation of Use - The use of a District-issued device and the District's network is a privilege, not a right. The District may revoke the student's privilege to use the device and related services any time it deems appropriate, including where the student violates this handbook, District policy, or District procedures or rules. Additional details are provided within District policies, including, but not limited to:

- *6-235 Access to Electronic Networks*
- *7-180 Prevention of and Response to Bullying, Intimidation, and Harassment*

Indemnification - The student and parent(s)/guardian(s) release, hold harmless, defend, and indemnify the District from any claims, liability, or monetary damages (including attorney fees) brought by a third person, the student, or the parent(s)/guardian(s) against the District and related to the student's use of a District-issued device or the student's or parents'/guardians' violation of this handbook, District policy, or District procedures or rules.

7:35 Google Workspace for Education Notice to Parent(s) and Guardian(s)

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Gmail, Calendar, Chrome Sync, Classroom, Cloud Search, Contacts, Docs, Sheets, Slides, Forms, Drive, Groups, Google Chat, Google Meet, Google Talk, Jamboard, Keep, Sites, Vault

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services" or other services deemed appropriate in the future:

- AppSheet, Applied Digital Skills, Assignments, Chrome Canvas, Chrome Cursive, Chrome Remote Desktop, Chrome Web Store, Classroom, CS First, Google Alerts, Google Arts & Culture, Google Bookmarks, Google Books, Google Chrome Sync, Google Colab, Google Developer, Google Earth, Google Groups, Google Maps, Google My Maps, Google News, Google Photos, Google Play, Google Public Data Explorer, Google Read Along, Google Takeout, Google Translate, Google Trips, Location History, Looker Studio, Managed Google Play, Material Gallery, Pinpoint, Programmable Search Engine, Search and Assistant, Socratic, YouTube

What personal information does Google collect?

When creating a student account, DuPage High School District 88 may provide Google with certain personal information about the student, including, but not limited to, name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google "Core Services", Google also collects information based on the use of those services. This may include:

- Account information, including name and email address.
- Activity while using the core services, which includes viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- Information regarding settings, apps, browsers, and devices used to access Google services. This information may include IP address, crash reports, system activity, and the date and time of a request.
- Location information may be collected by Google regarding your student's location as determined by various technologies such as GPS, IP address, sensor data from their device, and information about things near their device, such

as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data collected depends in part on your student's device and account settings.
- Records of direct communications with Google may be kept when your student provides feedback, asks questions, or seeks technical support from Google.

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- Apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- Location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data collected depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

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

Some additional services show ads; however, for users in primary and secondary (K-12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

Within the District: Our school administrator will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parent/guardian consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

7:40 Personal Use of Student-Owned Electronic Devices

DuPage High School District 88 provides students with access to a wireless network and permits the use of personal devices to enhance their education. This regulation outlines the limitations on student use of personal electronic devices within the school environment. Students are also required to adhere to *6:235 Access to Electronic Networks and Internet Board Policy* and *A-6:235 Access to District 88 Electronic Networks & Equipment Administrative Regulation*. This policy may be updated throughout the school year, with any revisions becoming part of this regulation.

Usage Guidelines:

- Students may bring personal electronic devices to school as educational tools.
- Personal devices do not replace the need for a student to bring any district-issued equipment.
- Teacher permission is required before using personal electronic devices during class.
- Device usage must directly support classroom instructional activities.
- Students must turn off and store devices when requested by staff.
- The device must not create any classroom distractions.
- Supervising staff members have the right to inspect content displayed on student devices.
- DuPage High School District 88 accepts no responsibility for personal property brought to the school by students. This includes all personal electronic devices.

7:45 Use of Artificial Intelligence

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

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

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

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

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

7:50 Website Publication Agreement

During the school year, there are occasions when photographs or videos of your student may be taken to showcase an event, school program or recognition. DuPage High School District 88 recognizes educational growth and student accomplishments and believes it is important to highlight these successes. The use of photographs or videos may appear on the District 88/ Addison Trail High School/ Willowbrook High School website(s), with or without identifying the student(s) involved. Please note that by not giving permission to this agreement, we will exclude your student from all publicity surrounding academic achievements and extracurricular awards or honors. Additionally, the use of student names/ hometowns/ photographs/ videos/ interviews may appear in DuPage High School District 88 publications (including, but not limited to, social media), as well as local media publications. If you have questions regarding this practice, please contact the Community Relations Office at (630) 530-3989.

7:60 Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute materials are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
    d. Is reasonably viewed as promoting illegal drug use; or
    e. Incites students to violate any Board Policy
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

7:65 Guidelines for School-Sponsored Publications, Productions and Websites

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

Student journalists must:

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

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

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

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The District will not engage in prior restraint of material prepared by student.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District, or an expression of Board policy.

7:67 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

7:70 Annual Notice to parent/guardians about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

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

Section 8: Search and Seizure

8:10 Search and Seizure

LOCKERS: A student is assigned a locker exclusively for their use. Only locks purchased in the school bookstore can be used for these lockers (including Physical Education lockers) and unauthorized locks will be removed by the administration. All student lockers remain the property of District 88 and shall be subject to inspection and search, with or without student consent, at any time and under any circumstances by the Superintendent or his designee. Locker assignments are handled in the Deans' Office.

STATEMENT OF PURPOSE

Consistent with its mission of providing an educational experience of maximum quality for all students enrolled, the Board of Education has determined that such educational experience is significantly threatened by activities which may tend to injure, or which threaten to injure, students or members of the educational community. Such activities are specified herein. While a function of schools in a democratic society is to foster adherence to constitutional rights, the Board of Education believes such adherence to constitutional rights of all students must be constantly measured in relationship to avoidance of the possibility of threats to the welfare of all students. In pursuit of such purpose, the Board of Education declares that certain activities and conduct are inherently detrimental to the attainment of maximized educational experiences.

PROCEDURES OF IMPLEMENTATION

The Board of Education authorizes its administrators and deans to exercise the following:

Search all places of storage, including, but not limited to, desks, all lockers, and other places within the ownership and control of the District.

Search all possessions of a student, including, but not limited to, the person or the extension of the person, such as, without limitation, vehicles, book bags, briefcases and articles of transport, pockets, purses, cell phones, electronic devices, and articles of clothing of the student. The administrators conducting such searches outlined above may include the use of devices including, but not limited to, search dogs, magnetometers, scanning, video or audio equipment (whether concealed or not) and the like.

CONDITIONS PRECEDING SEARCHES

The searches outlined above shall be conducted in the reasonable judgment of the administration or deans, provided that an administrator, dean, or other employee or agent of our Board of Education has reasonable cause to believe that the student has committed or intends to commit a violation of the discipline policy or a prohibited activity. Where practical, and when not involving property owned by the District, an employee of the School District should request permission for such search. For property owned by the School District, or within the control of the School District, no such permission shall be required as the Board of Education finds and declares that a student shall have no expectation of privacy in such property or premises.

In the event a School District employee has reasonable belief to request a search of a student, the search shall be limited to the unrolling of cuffs and sleeves; the emptying of pockets and purses; and the removal of jacket-type garments, shoes, and socks. parent/guardians will be notified by a School District employee that a search has occurred. If a student refuses a request for a search under the conditions outlined above, the matter will immediately be referred to law enforcement officials and parent/guardians will be notified. In the event a School District employee believes more detailed searches are necessary to enforce the provisions of this policy, the School District shall contact the parent/guardian and refer the matter to law enforcement officials and shall not participate in further consequential searches.

ENTRY SEARCHES

The District may utilize a magnetometer at school entrances and/or conduct manual searches of parcels carried into school only where a violent act with a weapon has occurred recently on school property or information that violence with a weapon may occur on school property has been received.

Entry searches will be limited in scope to finding weapons; however, if other contraband is found in plain sight of the entry search, both weapons and other contraband will be confiscated and the violator will be turned over to school officials for discipline.

parent/guardians and students will be notified of the purpose and procedure of entry searches prior to the district initiating the entry search process. Students will be informed of their right to refuse to submit to an entry search and the penalties facing them for an unexcused absence.

Urinalysis, breathalyzer, blood, lie detector and other tests, may only be given by the district where:

1. The School District already has sufficient evidence to discipline the student for a particular violation and is only using such test to strengthen the case against the student. Tests are not to be used as the sole evidence of the violation.
2. The student shall be made aware of all evidence against them.
3. The student and the student's parent/guardians or guardian consent to the tests.
4. Having reasonable cause, the district may require students participating in any school-sanctioned activities to submit to a urinalysis test to detect drugs, alcohol or steroid use. If a student refuses to submit to the urinalysis test, the administration has the right to suspend the student from the school-sponsored activity.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

1. 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.
2. 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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer or school resource officer 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, School Counseling 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.

Please contact the school if you have any questions.

PROCEDURAL CHALLENGE TO POLICY

Any person who alleges that this Policy has been wrongfully applied, or has resulted in the unfair and/or inequitable treatment of a student may submit such allegation, in writing, using the procedures outlined in this handbook.

DUE PROCESS

Parents/guardians, guardians, and students are afforded an opportunity for a hearing to challenge the contents of the student's records to ensure that the information is not inaccurate, misleading, or inappropriate and to provide for the correction, deletion, or explanation of such information. Hearing procedures have been established that include the following:

a. A decision shall be given within a reasonable time.
b. The hearing shall be given, and the decision made, by an educational official, or other person who has no direct interest in the matter.
c. The parent/guardians, guardian, or student shall be granted full and fair opportunity to present evidence and statements.

The Assistant Principal has been designated custodian of all records at each high school. If you have any questions about school records, feel free to call Addison Trail High School @ (630) 628-3304 or Willowbrook High School @ (630) 530-3441.

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 the law or these regulations.

Section 9: Extracurricular and Athletic Activities Code of Conduct

9:10 Extracurricular and Athletic Activities Code of Conduct

Purpose
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. We believe extracurricular activities assist each student in meeting their educational goals, and there is a wide variety of programming established for our students. Attendance and participation in these activities are at the discretion of the school. New and current students participating in co-curricular activities and summer camps are bound by the terms of the Code of Conduct twelve months a year (including summer, winter, & spring intermissions), both in & out of an activity season, at school, at school events, and in the community at large. Code of Conduct consequences will be imposed for conduct that occurred in a previous school year provided the Code was applicable to the student at the time the conduct occurred, and consequences for the conduct are imposed within a reasonable time after the administration first became aware of the conduct.

Code of Conduct
This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. [8]

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:

    a. Sanctions for violations including use, ingestion, and possession of drugs and alcohol, 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 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 Restorative SEL Intervention
        - 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.

    b. Sanctions for buying, selling, offering to sell, bartering, or distributing 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:

    · Buying, selling, offering to sell, bartering, or distributing:

        - A suspension will range from one third up to the total number of performances, activities, or competitions up to the remainder of the season, whichever is shorter.
        - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one-sixth of the total number of performances, activities, or competitions, or the remainder of the season, whichever is shorter.

The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

7. The appropriate administrator will make a written report of their decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

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

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.

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. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."[2]

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. 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.[3]

4. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;[4] and

5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

9:20 Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as below the age of 21. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students and/or guests who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other action/discipline as outlined in the school's discipline code.

9:30 Student Athlete Concussion 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. Certified Athletic trainers are employed in both schools annually. For more information regarding athletic trainers and/or detailed concussion protocols please contact the Athletic Office at AT or WB.

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.

Every Friday, it is the responsibility of the head coach to check the eligibility of their student athletes. To be eligible to represent the school in interscholastic contests, students must be passing 5 academic classes per week during the season and must have passed 5 academic classes the semester prior to participation. Passing work shall be defined as **work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript.**

Any student who fails to meet the academic criteria stated above will be ineligible for interscholastic competition for the following week beginning Monday through Saturday of that week.

Any student ruled ineligible for not meeting the academic criteria stated must be passing 5 academic classes at the end of the ineligible week or the ineligibility will continue for another week. Students suspended or expelled from the high school educational program are not permitted to participate in or attend any school curricular or co-curricular events or activities during the term of the suspension/expulsion. Any student placed off-campus in an alternative program/outside placement facility will be considered by the administration for participation in extracurricular activities on an individual, case by case basis.

Absence from School on Day of Extracurricular or Athletic Activity
A student who is absent from school after noon 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.

Insurance
DuPage High School District 88 provides Student Accident Insurance Coverage for all students. This program provides coverage for students for any injuries incurred while participating in school-sponsored and/or supervised activities, including athletics. If students have other insurance coverage, then the District 88 coverage is secondary. The program is administered by Zevitz, Redfield & Associates, phone (312) 346-7460 or (847) 374-0888. Claim forms are available in the Assistant Principal's office.

Section 10: Learning Services/Special Education

10:10 – 10:20 Special Education and Discipline of Special Education Students

District 88 provides a variety of special education programs and related services to meet the unique needs of students with disabilities as required by the *Individuals with Disabilities Education Act (IDEA)*, Article 14 of the *School Code of Illinois*, and their implementing regulations. The term "students with disabilities" as used in this Section means children between ages 3 and 22, inclusive, for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are required.

It is the intent of District 88 to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. A student's eligibility and need for special education and related services as determined by a multidisciplinary team, including the parents, which considers the student's past and present performance, the results of specific testing, and the results of specific interviews and reports. Parents who suspect that their child may be in need of special education and related services should direct their concerns to the Assistant Principal for Pupil Personnel Services of the high school that the student attends. The District will provide the parents with notice of their rights with respect to procedural safeguards. Copies of the "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" are also available in the offices of the building principals.

Some students with disabilities require the use of behavioral interventions. It is District 88's intent that when behavioral interventions are used with students with disabilities, they will take into consideration students' freedom and discipline will be administered in a manner that respects human dignity and personal privacy. Behavior interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. District 88 has established and maintains a committee to develop policies and procedures for the use of behavioral interventions in accordance with the *School Code of Illinois* and the State Board of Education rules and regulations. District 88 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. District 88's policies and procedures are provided to parents of a student with an individualized education plan ("IEP") at the time the IEP is first implemented and each school year thereafter. Copies of the District's policies and procedures are also available in the offices of the building principals.

Section 504
Students with disabilities who do not qualify for an individualized education program, may qualify Section 504 of the Rehabilitation Act of 1973, a federal law that prohibits discrimination on the basis of disability in programs or activities of the District. Section 504 covers those students with disabilities who are determined to have a physical or mental impairment that substantially limits one or more life activities. A disability or medical diagnosis alone does not qualify a student for services under Section 504. A temporary impairment does not qualify a student for services under Section 504. A temporary impairment does not constitute a disability under Section 504, unless it is of such severity that it will substantially limit one or more of a student's major life activities for an extended period of time.

A student's eligibility for services under Section 504 is determined on an individualized basis. Parental consent must be provided before an initial evaluation is conducted by the District. A qualified student with disabilities is entitled to receive services and accommodations designed to meet his/her individual educational needs as adequately as the needs of students without disabilities are met. A Section 504 plan will be developed for a qualifying student that identifies the services and accommodations needed for the student to receive a free and appropriate public education.

It is the intent of the District to ensure that students with disabilities that qualify under Section 504 are identified, evaluated, and provided with appropriate educational services. Students may qualify for services under Section 504 even though they are not eligible for special education and related services pursuant to the *Individuals with Disabilities Education Act (IDEA)*.

Parents who would like more information and /or suspect that their child may qualify for services under Section 504 should contact the school's Assistant Principal.

Positive Behavior Interventions and Supports (PBIS) and Response to Intervention (RTI) process.
District 88 is in year 13 of **PBIS** implementation at both Addison Trail and Willowbrook High School. In each system, school-wide behavior expectations are clearly defined, taught, and maintained throughout the building. More information can be obtained on the District 88 website under the Blazer Pride and Warrior Code initiatives. Additionally, District 88 has implemented a Response to Intervention process requiring that students receive research-based instruction at all levels and that academic interventions are well documented.

Students struggling to maintain behavioral or academic expectations and/or not responding to proper interventions at any level will be recommended by the PBIS/RTI/PPS Teams for higher levels of interventions. For more information please contact the Assistant Principals.

10:30 Exemption From Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

10:40 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.

10:50 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 school principal.

10:60 Related Service Logs

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

10:70 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 Ms. Stephanie Nitka, Learning Services Coordinator, snitka@dupage88.net, for assistance.

Section 11: Student Records and Privacy

11:10 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:

Political affiliations or beliefs of the student or the student's parent/guardian.

Mental or psychological problems of the student or the student's family.
Sexual behaviors or attitudes.
Illegal, anti-social, self-incriminating, or demeaning behavior.

Critical appraisals of other individuals with whom students have close family relationships.

Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and 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.

Right to Request Related Service Logs

The District will make logs that record the delivery of related services administered under a student's Individualized Education Program available to a parent or guardian at any time upon the request of the parent or guardian. Related service logs are made for speech and language services, occupational therapy services, physical therapy services, social work services, school counseling, school psychology services and school nursing services.

11:20 Student Records

A. **Legal Citations and Definitions**

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Illinois School Student Records Act (105 ILCS 10/2) and the Illinois State Board of Education rules (23 Ill.Admin.Code §375.10). For easy reference, some definitions are re-printed in this procedure.

The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in these procedures but is governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/).

B. **School Student Records Defined**

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. 105 ILCS 10/2(d).
Special Education Records means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.) and Article 14 of the School Code. These records include the report of the multidisciplinary staffing conference on which placement or non placement was based and all records and audio recordings in any format relating to special education placement hearings and appeals. 23 Ill.Admin.Code §375.10. A school student record does not include any of the following:

1. Writings or other recorded information kept in a school staff member's sole possession that is destroyed not later than the student's graduation or permanent withdrawal, and is not accessible or revealed to any other person except a temporary substitute teacher. 105 ILCS 10/2(d).
2. Information maintained by law enforcement professionals working in the school. 105 ILCS 10/2(d).
3. Video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes. 23 Ill.Admin.Code §375.10.
4. Electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3. 23 Ill.Admin.Code §375.10.

C. **Eligible Students Accorded the Rights of Parent/Guardian**

All rights and privileges concerning school student records that are accorded to parents/guardians become exclusively those of the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first. 105 ILCS 10/2(g). Such students are called eligible students in this procedure.

D. **Official Records Custodians**

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to prevent unauthorized access to or dissemination of school student records. 105 ILCS 10/4(a)&(b).
2. Reviews student temporary records at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. 23 Ill.Admin.Code

§375.40(b).

3. When notified by the Dept. of Children and Family Services (DCFS), purges DCFS's final finding report from the student's record and returns the report to DCFS. If a school has transferred the report to another school as part of the transfer of the student's records, the sending school shall forward a copy of the DCFS's request to the receiving school. 325 ILCS 5/8.6.
4. Manages requests to access school student records.
5. Transfers a certified copy of the records of students transferring to another school and retains the original records.
6. Provides all required notices to parents/guardians and students, including without limitation, each of the following:
    a. Upon initial enrollment or transfer to the school, notification of rights concerning school student records; the notification may be delivered by any means likely to reach parents, including direct mail or email, delivery by the student to the parent, or incorporation into a student handbook. 23 Ill.Admin.Code §375.30.
    b. Annual notification of information that is considered to be directory information and of the procedures to be used by parents/guardians to request that specific information not be released. 23 Ill.Admin.Code §375.80.
    c. Notification to secondary students and their parents/guardians that they may opt-out of the disclosure of students' names, addresses, and telephone listings to military recruiters and institutions of higher learning. Sec. 9528 of the No Child Left Behind, 20 U.S.C. §7908.
    d. Notification of their right to a hearing to challenge any entry in the school student records (except for academic grades) and Official Records Custodian's name and contact information. 23 Ill.Admin.Code §375.90.
    e. Upon a student's graduation, transfer, or permanent withdrawal, notification of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy. 105 ILCS 10/4(h); 23 Ill.Admin.Code §375.40(c).
7. Takes all action necessary to assure that school personnel are informed of the provisions of the School Student Records Act. 105 ILCS 10/3(c).
8. Performs all actions required of the District described in this procedure and the laws governing school student records.

The Building Principal may delegate any of these duties to an appropriate staff member but shall remain responsible for the duty's execution.

E. **Maintenance of School Student Records 105 ILCS 10/2; 23 Ill.Admin.Code §375.10.**
The District maintains two types of school records for each student: a *permanent* record and a *temporary* record. The *student permanent record* shall consist of the following and only the following:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by ISBE's Student Information System (23 Ill.Admin.Code §1.75.)
3. Attendance record
4. Health record, defined by ISBE rule as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code"
5. Record of release of permanent record information that contains the information listed in the subsection on **Record of Release**, below
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)
7. Evidence required by the Missing Children Records Act. 325 ILCS 50/5(b)(1).

If not maintained in the temporary record, the *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

No other information shall be placed in the permanent record.

The *student temporary record* contains all information not required to be kept in the student permanent record and must include:

1. Record of release of temporary record information that contains the information listed in the subsection on **Record of Release**, below
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey (23 Ill.Admin.Code §228.15(d).)
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record (23 Ill.Admin.Code §375.40(f).)
6. Health-related information, defined by ISBE rule as "current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110) or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, documentation regarding a student athlete's and his or her parents' acknowledgement of the District's concussion policy adopted under Section 22-80 of the School Code, and other health-related information that is relevant to school participation (e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)"
7. Accident report, defined by ISBE rule as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth … has followed through on that request."
8. Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34];
9. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred (23 Ill.Admin.Code §375.75(e).)
10. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement (23 Ill.Admin.Code §1.445.)

The *temporary record* may also consist of:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received

8. Teacher anecdotal records

9. Other disciplinary information

10. Special education records, including information contained in speech-language, occupational therapy, physical therapy, school social work, school counseling, school psychology and school nursing service logs

11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.)

12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

F. **Retention and Destruction of School Student Records**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(f). Individuals adding information to a student's temporary record must include their name, signature, and position and the date the information was added. 105 ILCS 10/4(d). 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(s)/guardian(s) or to the eligible student; the school shall explain to the student and the parent/guardian the future usefulness of these records. 23 Ill.Admin.Code §375.40(d).

G. **Social Security Numbers**

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. Privacy Act of 1974, 5 U.S.C. §552a, as supplemented by Pub.L. 93-579. The collection and retention of social security numbers shall be in accordance with Board policy 4:15, *Identity Protection.*

H. **Access to School Student Records**

1. The phrase "access to a school student record" means any release or disclosure of information from a student's school record, whether or not any record is copied, and should be broadly interpreted. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies.

2. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Illinois School Student Records Act. 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to the Immigration Customs Enforcement.

The Building Principal shall grant access to school student records as detailed below. The Building Principal shall consult with the Superintendent and, if authorized, the Board Attorney concerning any questions.

Access to Parent/Guardian or Eligible Student

1. A student's parent(s)/guardian(s), an eligible student, designee, or if the student is in the legal custody of the Department of Children and Family Services, the DCFS Office of Education and Transition Services, are entitled to inspect and copy information in the student's school record; a student less than 18 years old may inspect or copy only information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 business days after the receipt of such a request. 105 ILCS 10/5(c). The District may extend this timeline by up to five additional business days if one or more of these six reasons applies: (1) the requested records are stored in whole or in part at other locations than the office having charge of the requested records; (2) the request requires the collection of a substantial number of specified records; (3) the request is couched in categorical terms and requires an extensive search for the responsive records; (4) the requested records have not been located in the course of a routine search and additional efforts are being made to locate them; (5) the request for records cannot be complied with by the school district within the ten business day timeline without unduly burdening or interfering with the operations of the school district; or (6) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request. The District and the person requesting records may also agree in writing to extend the timeline for response. The response to an access request for a special education student's records shall include those school student records located in the special education office.

2. The parent(s)/guardian(s) or the District may request a qualified professional to be present to interpret the student's records. 105 ILCS 10/5(b). If the District makes the request, it is responsible for securing and bearing the cost of the

professional's presence.

3. Unless the District has actual notice of a court order or parenting plan under the Illinois Marriage and Dissolution of Marriage Act indicating otherwise:

    a. Divorced or separated parents/guardians with or without parental responsibility are both permitted to inspect and copy the student's school student records otherwise.

    b. The Building Principal shall send copies of the documents listed below to both parents/guardians at either's request. 105 ILCS 5/10-21.8.

        1) Academic progress reports or records

        2) Emotional and physical health reports

        3) Notices of school-initiated parent-teacher conferences

        4) School calendar regarding the student

        5) Notices about open houses, graduations, and other major school events including student-parent/guardian interaction

4. The school will deny access to a student's school records to a parent against whom an order of protection was issued if the Order of Protection prohibits the parent from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. 750 ILCS 60/214(b)(15). See **Orders of Protection**, below.

5. Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. 105 ILCS 10/5(e).

Access With Consent of Parent/Guardian or Eligible Student

1. Access will be granted to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student, stating to whom the records may be released, the information or record to be released, and the reason for the release. 105 ILCS 10/6(a)(8); 23 Ill.Admin.Code §375.70(e). Whenever the District requests the consent to release records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student in writing of the right to inspect, copy, and challenge their contents and to limit such consent to designated portions of the records. 105 ILCS 10/6(a)(8).

2. Access to any record that is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/), specifically that of a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services to a student, will be granted according to the consent requirements contained in MHDDCA. 740 ILCS 110/4&5.

Access Without Notification to or Consent of Parent/Guardian or Eligible Student

1. District employees or officials of the Illinois State Board of Education will be granted access, without parental/guardian consent or notification, when a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need. 105 ILCS 10/6(a)(2). Disclosure is also 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 or may also include a volunteer, contractor or consultant who, although 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 or other consultant, therapist or educational technology vendor). A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or contractual obligations with the district. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s)

would be in furtherance of the interest. 105 ILCS 10/6(a)(2).

2. Access will be granted, without parental/guardian consent or notification, to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. 105 ILCS 10/6(a)(4).

3. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party.

4. A SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act. 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are "state and local officials and authorities" as those terms are used in the federal Family Educational Rights and Privacy Act. This federal law does not define "state and local officials and authorities;" rather, it limits when disclosure may be made to such officials and authorities.

5. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. *Juvenile authorities* means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).

6. Military recruiters and institutions of higher learning will be granted access to secondary students' names, addresses, and telephone listings, unless the student's parent/guardian submits a written request that such information not be released without the prior written consent of the parent/guardian or eligible student. Only this written consent process may be used.. Military recruiters and institutions of higher learning have access to students' names, addresses, and phone numbers even if the District does not release directory information. Sec. 9528 of the No Child Left Behind, 20 U.S.C. §7908. For more information, see 7:340-AP1, E3, *Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information*; 7:340-AP1, E4, *Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information*. The requirements in this paragraph #6 apply only if the District receives funds under the Elementary and Secondary Education Act. Id.

7. Access will be granted, without parent/guardian consent or notification, 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 between them. 105 ILCS 10/6(a)(13).

Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student

1. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order shall be deemed to have received the required written notice. The Building Principal shall respond to the order no earlier than 5 school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill.Admin.Code §375.70(d). For the purposes of these procedures, a court order is a document signed by a judge. A subpoena signed by a court clerk, an attorney, or an administrative agency official shall not be considered a court order unless signed by a judge. 23 Ill.Admin.Code §375.40(a).

2. Information may be released without parental consent, in connection with an articulable and significant threat to the

health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals. The Building Principal shall make this decision taking into consideration the seriousness of the threat, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6(a)(7); 23 Ill.Admin.Code §375.60. The Building Principal shall notify the parent(s)/guardian(s) or eligible student, no later than the next school day after the date that the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

3. The District will grant access as specifically required by federal or State statute, provided the individual complies with the requirements in 23 Ill.Admin.Code §375.70(b). 105 ILCS 10/6(a)(6). Prior to granting access, the Building Principal shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. 105 ILCS 10/6(b); 23 Ill.Admin.Code §375.70. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release relates to more than 25 students, a notice published in the newspaper is sufficient.

4. In accordance with the procedures described below, access will be granted, without parent/guardian consent, to the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student. 105 ILCS 10/6(a)(3).

The District charges $.35 per page for copying information from a student's records. No parent/guardian or student shall be precluded from copying information because of financial hardship. 23 Ill.Admin.Code §375.50.

I. **Record of Release**

1. Except as provided below, a record of all releases of information from school student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. 105 ILCS 10/6(c). This record shall be maintained for the life of the school student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other authorized person. The record of release shall include each of the following:

    1. Information released or made accessible
    2. The name and signature of the Building Principal
    3. The name of the person obtaining the release or access, in what capacity the request was made, and the purpose for the request
    4. The date of the release or grant of access
    5. A copy of any consent to such release

No record of a disclosure is maintained when records are disclosed according to the terms of an ex parte court order. 20 U.S.C. §1232(g)(j)(4)**.**

J. **Orders of Protection**

Upon receipt of a court order of protection that prohibits access to records, the Building Principal shall file it in the temporary record of a student who is the *protected person* under the order of protection. No information or records shall be released to the Respondent named in the order of protection. 750 ILCS 60/222(e).

K. **Transmission of Records for Transfer Students 105 ILCS 10/6(a)(3); 23 Ill.Admin.Code §§375.70 & 375.75.**

The Building Principal shall:

1. Upon the student's request or that of the official records custodian of another school in which the student has enrolled or intends to enroll, within 10 calendar days, transfer a certified copy of the student's record (that is, the student's permanent and temporary record) to the official records custodian of the appropriate school and retain the original records. See policy 7:50, School Admissions and Student Transfers To and From Non-District Schools.
2. Determine if the school or special education office has any record that is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/) concerning the transferring student, specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services. If so, ask the appropriate

person as identified in 740 ILCS 110/4 whether to send the record protected by MHDDCA to the new school and, if yes, obtain a written consent for disclosure as provided in 740 ILCS 110/5.

This requirement does not apply to special education records and reports that are related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities. 23 Ill.Admin.Code §375.10.

3. Provide the parent/guardian or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge it. If the parent's/guardian's address is unknown, notice may be served upon the official records custodian of the requesting school for transmittal to the parent/guardian. This service is deemed conclusive, and 10 calendar days after this service, if the parents/guardians make no objection, the records may be transferred to the requesting school.
4. Destroy any biometric information collected and do not transfer it to another school district.
5. Retain the original records in accordance with the requirements of 105 ILCS 10/4.
6. Maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.
7. Refrain from transferring the records if a student's record has been flagged as a "missing child" as provided in Section 5 of the Missing Children Records Act and Section 5 of the Missing Children Registration Law. The district shall notify the Illinois Department of State Police or the local law enforcement authority of this request.
8. Include information about whether or not the student is in good standing and whether or not the student/s medical records are up to date and complete. 105 ILCS 5/2-3.13a.
9. Within 14 calendar days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record and exercise due diligence to obtain a copy of the record requested.

If the student has unpaid fines, fees, or tuition charged pursuant to 105 ILCS 5/10-20.12a and is transferring to a public school located in Illinois or any other state, the Building Principal shall: 23 Ill.Admin.Code §§375.75(i).

1. Transfer the student's *unofficial record of student grades* in lieu of the student's official transcript of scholastic records. The *unofficial record of student grades* means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school's name and address, the student's name, the name and title of the school official transmitting the records, and the transmittal date.
2. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees and at this District's own expense, forward the student's official transcript of scholastic records to the student's new school.

The Principal shall include the following information with the transferred records if the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason: 105 ILCS 5/2-3.13a.

1. The date and duration of the period of any current suspension or expulsion; and
2. Whether the suspension or expulsion is for, (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §8921 et seq.); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

L. **Directory Information** 23 Ill.Admin.Code §375.80
The School may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

1. Name
2. Address
3. Grade level
4. Birthdate and place

5. Parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers
6. 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
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated, and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill.Admin.Code §375.80. The following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier. Id.
The notification to parents/guardians and students concerning school student records will inform them of their right to opt out of the release of directory information. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

M. **Student Record Challenges**
Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's school records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill.Admin.Code §375.90. A request for a hearing should be submitted to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge: 105 ILCS 10/7; 23 Ill.Admin.Code §375.90.

1. The Superintendent or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Superintendent will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.
3. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
4. At the hearing, each party shall have the right to:
    a. Present evidence and to call witnesses;
    b. Cross-examine witnesses;
    c. Counsel;
    d. A written statement of any decision and the reasons therefore; and
    e. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
5. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
6. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the School District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    a. To retain the challenged contents of the school student record;
    b. To remove the challenged contents of the school student record; or
    c. To change, clarify or add to the challenged contents of the school student record.
7. Any party has the right to appeal the decision of the local hearing officer to the Regional Superintendent or

appropriate Intermediate Service Center, within 20 school days after the decision is transmitted. The parent(s)/guardian(s), if they appeal, shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent or appropriate Intermediate Service Center. The school may initiate an appeal by the same procedures.

8. The final decision of the Regional Superintendent or appropriate Intermediate Service Center may be appealed to the circuit court of the county in which the school is located.

9. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

Parent Rights Concerning 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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 the right to access and copy both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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 that prohibits access to records has been entered concerning the student.

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. A parent/guardian or eligible student may want certain scores to be included on academic transcripts sent to postsecondary institutions to which the student applies. 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. Additionally, the parent/guardian or eligible student has the right to request the removal of college entrance scores from the student's permanent transcript.

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; 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

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

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

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of**

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

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

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

U.S. Department of Education

Student Privacy Policy Office

400 Maryland Avenue, SW

Washington DC 20202-8520

Section 12: Parent Involvement, Rights and Notifications

DuPage High School Dist 88 holds parent involvement at the highest priority. During the year each building hosts Open Houses, Parent-Teacher Conferences, and Informational Parent Nights to help keep parents informed and involved in the school community. The Assistant Principal's office can assist parents needing more information on these events. Parent Outreach efforts continue to be developed and expanded to offer support to parents on issues related to school performance, parenting, career planning, and the social-emotional health of teenage students. More information on these programs can be obtained from the Assistant Principal in each building.

The District offers several opportunities for parents to connect at a higher level to the school community. Teacher Parent Organizations and Community Advisory Councils meet regularly in each school. For more information on how to participate in these organizations or to obtain a meeting schedule please contact the building Principal's office. Additionally, several Parent Booster organizations exist in each building to support co-curricular endeavors for District 88 students. For more information please contact the Athletic Director in each building.

Parent feedback is always encouraged in District 88. Parents wishing to share or voice concerns are always encouraged to contact the building administration or a member of the Pupil Personnel Services team to discuss issues via telephone/e-mail or to request a parent conference.

12:20 Standardized Testing

Students and parents/guardians should be aware that students will be required to take state-wide assessments to be determined by the Illinois State Board of Education each school year. Parents 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 continually prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to be consistent in their study habits:
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
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.

College Entrance Exams

In an effort to support the college and career goals of District 88 students, Addison Trail High School and Willowbrook High School will administer college entrance exams (SAT) throughout the school year on the national examination dates. Addison Trail and Willowbrook will offer an SAT administration in Fall 2022 and Spring of 2023. All national testing dates are available on the AC and SAT websites, as well as in the Addison Trail and Willowbrook guidance offices. Students looking to register for these exams may contact their guidance counselor for assistance.

12:30 Students Experiencing Homelessness Rights to Education

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or you is actually living are eligible to attend.

Please see the School Counseling Directors for more information about resources to assist homeless students and families.

12:60 English Language 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, and (2) b 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.

For questions related to this program or to express input in the school's English Language Learners program, contact Erica Craig, Assistant Superintendent for Student Programs and Services (630) 458-4542.

12:70 School Visitation Rights

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

12:80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Mr. Tom Manka, Director of Building and Grounds – (630) 530-3996
Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health property.

12:90 Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services, the Children's Center of the DuPage State Attorney's office, and the local police.

12:100 Unsafe School Choice Option

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

12:105 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

12:110 Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

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

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

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

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

12:130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

b. The teacher is teaching under emergency or other provisional status.

c. The teacher is teaching in the field of discipline of the certification of the teacher.

d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

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

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, the information will be placed on the District's website at www.dupage88.net.

IV. Parent & Family Engagement Compact

https://www.isbe.net/Documents/Parent_Family_Engagement.pdf

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school with the District under certain circumstances. For additional information, see handbook procedure 12:100.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure.

VII. 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. For additional information, see handbook procedure.

VIII. Students Experiencing Homelessness

For information on supports and services available to homeless students, see handbook procedure.

For further information on any of the above matters, please contact the building principal.