

Parent/Student Handbook

DUPAGE HIGH SCHOOL

DISTRICT 88

Building Futures

ADDISON TRAIL
WILLOWBROOK



2018-2019





Dear students and parents/guardians,

Welcome to the 2018-19 school year! The DuPage High School District 88 Board of Education, administration and staff continue to focus on our mission of working for the continuous improvement of student achievement. This past school year, we once again were recognized by Niche, and Willowbrook earned a Silver medal from U.S. News & World Report. As a district, we were No. 3 on Niche's list of Most Diverse School Districts in Illinois, and we were No. 27 on their list of Best School Districts in Illinois. Those tremendous accomplishments were achieved because of the strong partnerships among all members of our learning community.

I want to thank our students for their commitment to taking more rigorous and challenging Advanced Placement (AP)/college-level and dual-credit courses. I want to thank our parents/guardians for their participation and for continuously encouraging, supporting and guiding our students. I also want to thank our staff members, who go above and beyond to provide safe, caring and nurturing environments that promote success for all students.

It is our goal for the 2018-19 school year to ensure all of our students develop high-level skills and knowledge that will support college and career readiness and prepare them for successful post-secondary experiences. The District 88 Mission and Vision will shape our work for 2018-19. Our focus and initiatives this year will include continuing the great work that takes place in District 88 through:

- Continuing to close the achievement gap to ensure all students are successful
- Expanding measurement and assessment practices to monitor and promote student growth
- Continuing to look at best practices with regard to technology to ensure the district remains on the cutting edge and provides students with 21st-century skills – we must always provide our students with an education that is focused on what they will need in the future, not just today
- Maintaining a comprehensive curriculum and school environment to build futures for all students, while remaining fiscally responsible
- Partnering with post-secondary institutions to expand dual-credit and certification opportunities for all students
- Partnering with parents/guardians and community members to maintain support systems that reinforce high student performance
- Continuing our open, honest and transparent communication with all stakeholders

I also want to assure you the safety of our students and staff is our No. 1 priority, and the security of our buildings will remain at the forefront of our work. To read more about our safety and security measures to maintain a secure and caring home at Addison Trail and Willowbrook, go to www.dupage88.net/Safety.

The schools of DuPage High School District 88 offer our students a meaningful and comprehensive educational program that provides a strong foundation for success beyond high school, and the 2018-19 school year will provide yet another opportunity to expand on our accomplishments. Thank you for your support of our programs and staff members and for your partnership in “Building Futures” for the students of DuPage High School District 88.

Respectfully,

A handwritten signature in black ink, appearing to read "Scott J. Helton".

Scott J. Helton, Ed.D.
Superintendent of Schools, DuPage High School District 88

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Bell Schedule

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. James Irvin, Vice-President
Mrs. Sharon Kucik, Secretary
Mrs. Blanca Jessen
Mr. Tom Edmier
Mr. Timothy Gillen
Mr. Mark Turk

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. Scott Helton
ASSISTANT SUPERINTENDENT	Mrs. Jean Barbanente
CHIEF FINANCIAL OFFICER	Mr. Edward Hoster
DIRECTOR OF BUSINESS SERVICES	Mr. Ryan Domeracki
DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT	Dr. Adam Cibulka
DIRECTOR OF COMMUNITY RELATIONS	Mrs. Danielle (Dani) Brink
DIRECTOR OF STUDENT SERVICES	Dr. LaTonya Wilks
DIRECTOR OF TECHNOLOGY, TEACHING AND LEARNING	Dr. Aaron Lenaghan
DIRECTOR OF NETWORK SERVICE	Mr. Jian Zhang
DISTRICT 88 HOMELESS LIAISON	Dr. LaTonya Wilks
DISTRICT 88 TRANSITION PROGRAM COORDINATOR	Ms. Christine Dirienzo

ADDISON TRAIL LEADERSHIP – (630) 628-3300

Principal	Mr. Michael Bolden
Assistant Principal	Mrs. Iridia Niewinski
Assistant Principal	Mrs. Courtney DeMent
Athletic Director	Mr. Matt Thompson
Director of Deans	Mr. Stephen Holland
Director of Guidance	Mr. Kevin Redding
Art	Mr. Mark Corey (Interim)
Career and Technical Education	Mrs. Juliann Boudouris
Driver Education	Mr. Robert Schader
English	Ms. Amy Ferraro
Literacy Department (LSC) (ESL) (RTI)	Ms. Jenna Phillips
Library Media Center	Mrs. Rose Janusz
Mathematics	Mr. Jason Bugajsky
Music	Mr. Mark Corey (Interim)
PBIS (Positive Behavior Interventions and Supports) Coach	Ms. Erica Craig
Physical Education	Mr. Robert Schader
Science	Ms. Erin Groth
Social Studies	Mr. Brendan Lyons
Special Education	Mrs. Julie Johnson
World Language	Mrs. Erica Craig

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	Mrs. Jamie Gourley
Assistant Principal	Mr. Bob Daly
Athletic Director	Mr. Brandon Murphy
Director of Deans	Mr. Jose Jaramillo
Director of Guidance	Mrs. Dana Whittaker
Art	Mr. John Epple (Interim)
Career and Technical Education	Ms. Mary Barney
Driver Education	Mr. Michael Haussmann
English	Mr. Brett Blair
Library Media Center	Mrs. Rose Janusz
Literacy Department (ESL) (ARC) (RTI)	Mrs. Katherine Lipowski
Mathematics	Mr. Brian Chelmecki
Music	Ms. Karyn Wolcott
PBIS (Positive Behavior Interventions and Supports) Coach	Mr. John Epple
Physical Education	Mr. Michael Haussmann
Science	Ms. Yvonne Tsagalis
Social Studies	Mr. Peter Montgomery
Special Education	Mr. Nick Hildreth
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 2019	August 06, 2018
Class of 2022	August 07, 2018
Class of 2021	August 08, 2018
Class of 2020	August 09, 2018

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
- Letter of residence from manager or landlord in lieu of lease
- Notarized letter of residence to be used when the person seeking to enroll a student is living with a district resident.
- Military Housing Letter
- Section 8 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 *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 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 Door 1 of the building and proceed immediately to the sign in desk. Visitors should identify themselves, present a photo ID, 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 office or location they are visiting. Upon arrival school personnel will check the Illinois Sex Offender Registry to ensure that visitors are not on the list.

Approved visitors will be presented with a tag with their photo identifying themselves as a guest and must place the tag to 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 registration desk and sign out before leaving the school.

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.

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: Mrs. Jean Barbanente, Assistant Superintendent at (630) 530-3985.

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 cancelled.

1:100 Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses 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 school district's policy, is posted on the school district website. Information can also be obtained from the Guidance Office

Section 2: Attendance, Promotion and Graduation

2:10 – 2:50 Attendance

The school laws of the State of Illinois require regular school attendance. Each student is expected to be in attendance except when there is a valid excuse. Student involvement in daily classroom activities is essential. All students are expected to attend at least 6 periods in a school day. Absences from school may result in failing grades, withdrawal from classes and/or other disciplinary actions. It is imperative that parents attempt to plan family trips/vacations to coincide with scheduled school vacations and to plan professional visits to doctors, dentists, orthodontists, etc. during non-school hours. Attendance is a vital part of a successful education experience. **It is the parent's responsibility to substantiate an excused absence.**

A TRUANT is a student subject to compulsory school attendance and who is absent without a valid excuse. These absences are unexcused and are subject to the consequences of an unexcused absence. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A CHRONIC TRUANT is a student subject to compulsory school attendance and who is absent without valid excuse for 5% or more of the previous 180 regular attendance days. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

EXCUSED ABSENCES

District 88 High School defines a valid excuse for absence as: a serious illness, a death in the family, a major religious holiday, an absence as part of a school program, an extraordinary emergency in the home (fire, flood, etc.), a college visit* or job interview for last semester of senior year, and a prearranged family vacation absence. Visits to the doctor, dentist, court clerk, college representative, etc. are excused absences and should be prearranged. 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 parental 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 are not permitted to be absent for a full day for visits to College of DuPage. College visits must be prearranged by completing the appropriate forms, which are available in the Attendance Office. The Navy Pier College Fair is not considered a college visit.

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.

UNEXCUSED ABSENCES (unaccounted)

A student may expect that an unexcused absence will contribute to a reduction in the grade earned. Unexcused absences from class may result in removal from class with a reduction of grade to "F" and assignment to study hall. A student is expected to complete class work missed due to an unexcused absence.

STUDENT/PARENTAL 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 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'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 parents who cannot phone in the morning. Parents 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 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 report to the Attendance Office when returning to school.
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 a few 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. The student's parent/guardian must give written notice to the dean's office at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up 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 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.)

1. Obtain a Prearranged Absence Form from the Guidance Office prior to the absence.
2. Return a signed prearranged form to the Guidance Office prior to the absence.

For absences related to family military involvement.

The school administration may excuse a student's absence for the purposes of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

MAKE-UP WORK

1. Student make-up work is required.
2. A student is allowed three days for each day of absence to make up work.
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 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 are at the discretion of the teacher.**
7. In case of "out of school" suspension students are allowed the opportunity to make up missed work. **Assignments are held in the Guidance office and arrangements can be made for pick up with the Guidance secretaries.**

ATTENDANCE AND TARDY PROCEDURES

The following steps will be taken to assist students and families with the responsibility of school attendance:

Single 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. ***Consequence--Teacher Consequences***

Intervention 2:

The Deans' Office will conduct a parent/guardian conference via phone and with student for the second single period unexcused absence to discuss the problem and to outline future interventions if 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. ***Consequence—Deans Detention - Extended After-school Detention***

Intervention 3:

The Deans' Office will conduct parent/guardian conference via phone and with student 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. Student may be issued a Truancy Ticket by the police liaison officer in a student conference. The police liaison officer will inform the parent/guardian of the issuance of the Truancy Ticket. A disciplinary consequence will occur. ***Consequence—Extended Detention, In-School Suspension, Truancy Ticket, (citation issued by the local village police), and Pupil Personnel Services Team Discretion***

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. ***Consequence--In-School Suspension with additional Interventions, Truancy Ticket, (citation issued by the local village police), and Pupil Personnel Services Team Discretion***

Multiple Period Unexcused Absence

Intervention 1:

The parent/guardian and student will be contacted regarding the first multiple-period unexcused absence with a phone call by the Deans' Office to discuss the problem and to outline future interventions if the pattern continues. The parent/guardian will also be informed of the unexcused absence by an automated phone call that will go out twice daily. The Deans' Office shall log information of this intervention into PowerSchool and a disciplinary consequence will occur. ***Consequence—Deans Detention - Extended Detention(s)***

Intervention 2:

The Deans' Office will conduct parent/guardian conference via phone and with student for the second multiple period unexcused absence to discuss the problem and to outline future interventions if pattern continues. Parent/guardian will also be contacted of unexcused absence(s) by an automated phone call that will go out twice daily. Student may be issued a Truancy Ticket by the police liaison officer in a student conference. The police liaison officer will inform the parent/guardian of the issuance of the Truancy Ticket. A disciplinary consequence will occur. ***Consequence--In-School Suspension, Truancy Ticket, (citation issued by the local village police), and Pupil Personnel Services Team Discretion***

Intervention 3:

A student-parent/guardian conference will be called by a PPS staff member for the third multiple-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. The guidance staff will log the intervention into Powerschool and a disciplinary consequence will occur. ***Consequence--In-School Suspension with additional Interventions, Truancy Ticket, (citation issued by the local village police), and Pupil Personnel Services Team Discretion***

Excused Absence

Intervention 1:

Students who accrue 10 days of excused absences in a semester 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 in a semester 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 SAT 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. Students are assigned to grade level based on credit completion.

- **Grade 9** – 0-10 credits and year 1
- **Grade 10** – 11-21 credits and year 2 or higher
- **Grade 11** – 22-32 credits and year 3 or higher
- **Grade 12** – year 4 or higher and completion of required state assessments if applicable.
- Students will be promoted each semester (June, August, January) based on credit completion.

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 student's overall grade.

Report cards are mailed home 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	M – Medical*
B - Above Average	N - No Credit Received*
C - Average	I - Incomplete*
D - Just Passing	P - Passing
E – Effort grade (admin. approval required)	W - Withdrawn*
F - Not Passing*	U - Unsatisfactory*
S - Satisfactory	*No credit for these grades

Incomplete grades: If a student does not finish the course work within four weeks of the next school term, including summer school, the grade **BECOMES AN “F”**. It is the student’s responsibility to contact the teacher to make arrangements for make-up work.

Note: Student Initiated Withdrawal after ten school days of a semester will result in a **grade of “F”**.

***Tentative Report Card Dates:** January 16, 2019 and May 29, 2019

GRADE WEIGHTING SYSTEM

GRADE WEIGHTING SYSTEM AWARDS

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

Thus, a student who enrolls in four high-weighted courses and receives one A, two B’s, and one C at the end of the semester will have a 4.00 grade point average. This would give a student in the weighted courses a higher class rank and a better chance 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 and all grades must be an A, B, or C. The Merit Honor Roll requires an average of 3.0 to 3.49. The Merit Honor Roll allows grades of A, B, C, & D, but not F’s or Incompletes. 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.

All 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 for PowerSchool. Student progress information from PowerSchool can be accessed from 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 Friday, August 31, 2018. Teachers will post updated progress on PowerSchool on a regular basis. Please understand that staff will be unable to respond if you over-use the system or phone frequently regarding student progress. Teachers need time to plan, meet with staff and students, and review papers. Your understanding and knowledge that we will communicate often through PowerSchool will assist our staff in doing the best job of working with you on student progress.

Tentative Progress Report Dates: September 24, 2018, November 05, 2018, February 11, 2019, March 21, 2019

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.

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 course work 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 institution accredited by the North Central Association of Colleges and Secondary Schools, 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.

Foreign Language Courses

A student will receive high school credit by studying foreign 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 foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Vocational Academy

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

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.

2:100 Home and Hospital Instruction

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Assistant Principal.

2:120 Graduation Requirements and Curriculum

DuPage High School District 88 offers a comprehensive curriculum with courses in Art, Business, Driver Education, English, Family and Consumer Sciences, Health, Industry and Technology, Mathematics, Music, Physical Education, Science, Social Science, and World Language. Advanced Placement (AP) courses are available in English, U.S. History, Biology, Chemistry, Physics, Psychology, Calculus, Spanish, Italian, Art, Music, Economics, and U.S. Government and History. Several courses are offered for articulated credit through the College of DuPage.

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 web site 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 course-listing guide.

DISTRICT 88 GRADUATION REQUIREMENT SUMMARY	
English	8 semesters (includes a semester of Speech) (English 9,10, 11,) (1 additional semester)
Mathematics	6 semesters (2 semesters algebraic thinking) (2 semesters geometric thinking) (2 additional semesters)
Science	6 semesters (2 semesters biological science) (2 semesters physical science) (2 additional semesters) *The required initial course sequence for students to meet the Science graduation requirement is Biology, Chemistry and Physics.
Social Studies	6 semesters 2 semesters Human Geography or AP Human Geography 2 semesters American History 1 semester Economics 1 semester US Government
Reading	1 semester – unless exempt. Based on proficiency, a student may need additional reading courses.
General Education	3 semesters World Language, Art, Music, or CTE (Business, Industry & Technology, or Family and Consumer Sciences)
Consumer Education	1 semester
Elective Credits ** All students are required to take 8 semesters of Physical Education per Illinois School Code. The PE credits will allow students to complete 8 of the 13 elective credits necessary for graduation.	13.0
Total Credits	44.0
Performance Requirements	Constitution Test
	Health Proficiency Requirement – must pass a Health class

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

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. Many of the courses offered will be co-taught with regular education and special education staff to meet the needs of all students regardless of eligibility.

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 component. 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.

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. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers 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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, 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.

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.

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, safe keeping 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.

NOTE: Questions pertaining to the buses should be directed to the Addison Trail financial secretary, Karla Cosio at (630) 628-3310 and the Willowbrook financial secretary, TBD 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.

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;

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 Health Service.

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.

5:30 Guidance and Counseling

The Guidance Department, and more particularly, your student’s counselor, is the main resource for information and help to plan courses for the following year, vocational plans, choice of an institution for further training beyond high school, and problems regarding school adjustment. When your counselor is not available, please see the Guidance Director or another counselor or make an appointment with the Guidance secretary. Students are encouraged to see a counselor during a lunch period or study hall.

Please encourage your student to take advantage of our services.

ADDISON TRAIL PPS STAFF ASSIGNMENTS

Director of Guidance – Mr. Kevin Redding – (630) 628-3324

A – Del	Ms. Marine (Counselor and Co-College and Career Coordinator)	(630) 628-3373
Dem - J	Mr. Cole (Counselor and Co-College and Career Coordinator)	(630) 628-3322
K - Pa	Mrs. Gatses (Counselor and Groups Coordinator)	(630) 628-3320
Pe - Roj	Mr. Redding (Counselor, Guidance Director)	(630) 628-3324
Rok - Z	Mr. Ortiz (Counselor and AP Coordinator)	(630) 628-3325
ACHIEVE, ESL	Mrs. Connolly (Counselor, 504 Coordinator)	(630) 628-3373
Special Education Counselor	Mrs. Nix (Counselor, National ACT/SAT Coordinator)	(630) 628-3317
Psychologist	Ms. Favela	(630) 530-3997
Social Worker	Mr. de Leon	(630) 628-3374
Social Worker	Mrs. Gomez-Moran	(630) 458-4296
Community/School Liaison	Mr. Gasca	(630) 458-4114

WILLOWBROOK PPS STAFF ASSIGNMENTS

Director of Guidance – Mrs. Dana Whittaker– (630) 530-3421

A – D	Dr. Ammons (Counselor, Career Programming Coordinator)	(630) 530-3422
E - J	Ms. Zamora-Failla (Counselor, ACT,AP, PSAT Testing Coordinator)	(630) 782-3137
K - M and ESL A-Z	Mrs. Piña (Counselor, Freshman Programming Coordinator)	(630) 530-3415
N & 504 Plans	Mrs. Whittaker (Counselor, College Programming Coordinator, Guidance Director)	(630) 530-3421
O - S	Mr. Forcash (Counselor, Scholarship, NCAA Eligibility and Freshman Programming Coordinator)	(630) 530-3420
T – Z, OSP and ACHIEVE PM	Mrs. Mikesell	(630) 458-4527
Learning Services	Mrs. Avdiu	(630) 530-3424
Psychologist	Mr. Qudrat-Rizvi	(630) 530-3997
Social Worker	Mr. Engel	(630) 628-3374
Social Worker	Mrs. Mason (Johnson)	(630) 530-3695

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. The District 88 Hotline at (630) 782-2801 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.

FIRE – When the fire alarm sounds, students and teachers **MUST** leave the building by designated exits. They should move to a minimum distance of 100 feet from the building and remain there. An administrator will indicate when to return to classes.

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
1. Addison Trail Emergency Hotline – (630) 782-2801
2. 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.

Section 6: Discipline and Conduct

6:20 Student Appearance

The primary purpose of the school is education and matters of personal dress and grooming must be appropriate to the situation. Thus, 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 make discretionary judgments regarding the appropriateness of student dress, and to take corrective and/or disciplinary action as necessary.

Students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the rules of

decency or reflect negatively on, or detract from any phase of the educational program. Requirements of certain areas of the school program may necessitate further restrictions of dress and grooming. The following is a list of apparel/items that may not be worn/visible in a District #88 High School:

1. Inappropriate garments (i.e. see-through, tight, excessively short, midriff tops, halter tops, strapless tops, backless tops, revealing-exposed cleavage, visible undergarments, pants that fit below the waist, potentially dangerous jewelry, jewelry excessive in size and length, etc.)
2. Extremes in hairstyles or make-up.
3. Headwear*, coats, sunglasses, bandanas, and hairnets.
4. Clothing/accessories/tattoos which could be construed as depicting or promoting the illegal, the immoral, or the obscene, specifically items which depict or refer to alcohol, drugs, gangs, obscenities, or weapons.
5. Physical education clothing, except in gym classes or as approved by staff.

*Except for hats worn as a part of an authorized athletic uniform on the way to or during the athletic event or practice or as authorized for religious belief or for medical reasons.

Administratively approved team uniforms may be worn on days designated as appropriate by the administration.

6:30 Student Discipline

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 by 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 set 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, other than corporal punishment, 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 insure 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 aides 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.

Definition of Gross Disobedience/Misconduct

Gross disobedience or misconduct shall include any conduct, behavior or activity, which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include, but is not limited to, the following types of conduct, behavior or activity, or any other activity or behavior which may be prescribed by the school board from time to time:

- Insubordination to any school personnel, which includes failure to follow directions or produce student identification, passes, etc.
- Possession of, use of, or distribution of any dangerous/controlled substance or weapon (All school officials including certified and classified staff will notify the principal's office immediately in the event they observe any person with a weapon in the building).
- Intimidating or attempting to intimidate persons within the school.
- Fighting with or assaulting anyone within the school.
- Intentional damage to or destruction of school property of anyone within the school.
- Verbal abuse or use of profanity or obscenity to anyone within the school.
- Gang activity which includes any group of 2 or more persons whose purpose includes the commission of illegal acts. Gang activity can include:
 - a. Wearing, using, distribution, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang,

- b. Committing any act or omission, or using speech, mob action, either verbal or non-verbal (such as gestures, or handshakes) showing membership or affiliation in a gang, and
- c. Using any speech or committing any act or omission in furtherance of any gang activity.
- Endangering the physical or psychological well-being of the school population by acts such as:
 - a. Improper release of a school fire alarm or tampering with a fire extinguisher.
 - b. Starting a fire in or to school property or attempting to do so.
 - c. Setting off explosive devices in or to school property or attempting to do so
- Repeated incidents of misbehavior including repeated refusal to comply with school rules.
- Other acts which directly or indirectly jeopardize the health, safety and welfare of the school population.
- Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.

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. 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;
3. Traveling to or from a District 88 school or a District 88 school activity, function, or event; or
4. 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 in a parent 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 Screening Team (SST). This committee includes, but is not limited to, the Assistant Principal, Director of Deans, Director of Guidance, appropriate guidance counselor, psychologist, social worker, Department Chair of Special Education parent 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 Screen Team (SST). 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

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. In-school intervention.
7. After-school, before school or lunch study (detention) or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. **For the following list of behaviors listed below, potential disciplinary measures could include any of the 14 potential disciplinary measures listed above based on the severity and frequency of the incident based on the discretion of the school officials.**

BEHAVIOR	DEFINITION	POTENTIAL DISCIPLINARY MEASURES
Affection	Display of affection other than hand holding is not permitted.	Student conference, contact parent, detention, in-school intervention and suspension.
Alcohol ¹	Having possession of or being under the influence of intoxicating beverages in the building, on school property, school buses or at any school sponsored activity. (See Controlled Substance)	Parent contact, Disciplinary conference, in-school intervention, suspension, and expulsion. ² Suspension may be reduced if parent and student agree to complete chemical alternative program. ²
Academic Dishonesty	Cheating, intentionally plagiarizing, wrongfully giving or receiving help during an examination	Parent contact, academic consequences, student conference, parent conference and detention, in-school intervention.
Academic Fraud	Obtaining test copies or scores and/or attempting to communicate and/or distribute questions and/or answers to other students	Parent contact, academic consequence, student conference, parent conference, detention, in-school intervention, suspension
Appearance	A student must dress appropriately for school. (See Student Appearance)	Student conference, parent contact, or student sent home to change or wear school-issued clothing when applicable.
Arson ¹	Arson or attempted arson.	Parent contact, Disciplinary conference, in-school intervention, suspension, expulsion.
Battery	Intentionally or knowingly (1) causes bodily harm or (2) makes physical contact of an insulting or provoking nature towards a student or any district employee. (<i>excluding inadvertent contact</i>)	Parent contact, Disciplinary conference, in-school intervention, suspension, expulsion
Bomb Threat ¹	Transmitting a bomb threat.	Parent contact, Disciplinary conference, in-school intervention, suspension, expulsion.
Bullying	<i>See intimidation</i>	
Burglary/Theft ¹	Commission of or accomplice to burglary,	Parent contact, Disciplinary conference, in-

	robbery, theft/possession of stolen property.	school intervention, suspension, expulsion.
Bus Behavior	Infraction of bus regulations.	Parent contact, loss of bus privilege, detention, in-school intervention, suspension, expulsion.
Cafeteria Behavior	Littering, leaving trays or other refuse, throwing things/or inappropriate behavior in or about the cafeteria and halls.	Detention, loss cafeteria privilege, in-school intervention.
Cellular Phones	<i>See telecommunication devices.</i>	
Class Behavior	Inappropriate class behavior or disruption of the educational process is prohibited.	Parent contact, Teacher/Student conference, referral to Dean, in-school intervention, suspension potential withdrawal from class.
Controlled Substance (1 st time possession/1st time purchase) ¹	Use, possession, being under the influence, or 1st time purchase of a controlled substance, look-alike substance, exotic botanicals, or intoxicants(including medical marijuana) causing the effect of a “high” or paraphernalia (including electric cigarettes) on school property, buses, or activities is prohibited. Includes inappropriate use of any substance including prescription and/or over the counter medications and performance enhancing substances.	Parent conference, in-school intervention, suspension, expulsion. Suspension may be reduced if parent and student agree to complete chemical alternative program. ²
Controlled Substance (sales/multiple purchase, 2 nd or subsequent possession) ¹	Trafficking, distributing, (includes intent to distribute) aiding, abetting, concealing, purchasing narcotics, drugs, controlled substance (as define above) or look-alike substances on school property, buses, or activities is prohibited.	Parent conference, in-school suspension, suspension, and expulsion.
Disrespect/Defiance ¹	Disrespect toward any school employee or student is not to be tolerated.	Parent contact, detention, parent conference, in-school intervention, suspension, expulsion.
Disruptive Conduct	Disrupts or interferes with the liberty, educational process, property, or rights of others.	Parent contact, detention, in-school intervention, suspension, expulsion.
Eating in Non-Designated Areas	Food is only permitted in the cafeteria and designated areas.	Parent contact, possible loss of cafeteria privileges or before or after school detention, in-school intervention.
False Fire Alarm ¹	Deliberately transmitting a false report of a fire and/or breaking a fire alarm glass cover.	Parent contact, detention, parent conference, in-school intervention, suspension, expulsion.
Fighting ¹	Fighting or assault (with a student or any District employee).	Parent contact, detention, parent conference, in-school intervention, suspension, expulsion.
Forgery	Fraudulently making or altering school documents.	Parent contact, in-school intervention, suspension, expulsion.
Gambling ¹	Gambling of any kind.	Parent contact, detention, in-school intervention, suspension, expulsion.
Gang or Cult Activity	Gang is defined as any group of 2 or more persons whose purpose includes the commission of illegal acts. Also included in this section would be any other organization composed wholly or in part of District students that is detrimental to the public good. Possession, display or use of gang/cult emblems, symbols, language, etc. or participation in gang activity is	Parent contact, confiscation of item(s), parent conference, in-school intervention, suspension; second offense- suspension, expulsion. ²

Gang or Cult Recruitment	prohibited. Recruitment or intimidation for gang/cult membership.	Parent contact, in-school intervention, suspension, expulsion.
Halls and Other Restricted Areas	Once a class begins, students are not allowed in restricted hallways without a pass. Students are not permitted in restricted areas without permission.	Parent contact, detention, loss of privilege to come early or stay late, loss of cafeteria privilege, in-school intervention.
Hazing	Soliciting, encouraging, aiding, or engaging in any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.	Parent contact, in-school intervention, suspension, expulsion.
I.D. Cards	A student must carry an I.D. card at all times and present it at the request of staff members.	Parent contact, if continued in-school intervention until I.D. is obtained.
Intimidation/Assault/Extortion/Bullying/Verbal Altercation	Intimidation, bullying (including cyber bullying), hazing, harassment (including sexual harassment), teen dating violence, assault and/or extortion, including direct or implicit threats to another student or school employee or physical harm to another student.	Parent contact, in-school intervention, suspension, expulsion.
Invasion of Privacy	Intruding upon the legitimate privacy expectations of others by such conduct as searching through personal belongings or revealing sensitive private matters.	Parent conference, in-school intervention, suspension, expulsion. ²
Leaving Building	A student shall not leave the building during the school day without permission of the Deans/Nurse. Students who have left the building without permission may be subject to search upon their return to the building.	Parent contact, detention, in-school intervention, suspension.
Life Saving Device ¹	Breaking the glass of an AED. Vandalism and theft of a life saving device.	Parent contact, restitution, in-school intervention, suspension, expulsion.
Loitering	Students will not loiter on any property adjoining or near the school. Loitering is defined as standing, sitting idly, or remaining on or around school property without the permission of school officials.	Parent contact, detention, in-school intervention, suspension.
Multiple Incidence of Disobedience	Students with multiple behavioral incidents and/or misconduct.	Parent conference, in-school intervention, suspension, disciplinary probation, expulsion.
Parking/Parking Lot	The student parking lot is available to a student with a valid sticker. (Temporary stickers are available in Deans' Office.) A student must abide by all rules and regulations. A student is not to be in the parking lot during his/her school day. (See Student Driving)	Loss of sticker and/or towing the vehicle at owner's expense. Stickers may be revoked for poor attendance, grades, or behavior.
Radios/Headphones/CD's/Tape Recorders/Camcorders/MP3	Radios, CD's, and/or headphones must not be used in the classroom. Tape recorders, noisemakers, TV's, camcorders, and etc., are not permitted on campus. MP3 players	Parent contact, item kept in Deans' Office, detention, in-school intervention, suspension. Parent must be present when item is returned.

(Audio only)	are permitted for audio purposes only.	
Referrals	Failure to report directly to the Dean on Dean Referrals may be considered as an unexcused absence.	Parent contact, unexcused absence and detention, in-school intervention, suspension.
Ridicule	Insulting, belittling, ridiculing or ostracizing others on the basis of personal traits or characteristics in situations where the subject of the ridicule is ill-prepared to deal with it.	Parent contact, in-school intervention, suspension, expulsion.
Sexual Harassment ¹	A learning and working environment that is free from any form of sexual harassment is essential and shall be maintained. It is a violation of School Board policy for any student or staff member to harass another individual. Such actions shall be considered grounds for disciplinary action and shall be reported to the administration.	Parent contact, detention, in-school intervention, suspension, expulsion.
Sexting ¹	Sending, receiving or possessing sexually explicit or otherwise inappropriate picture or images, commonly known as “sexting”. Prohibited conduct includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.	Parent contact, in-school intervention, suspension, expulsion.
Smoking/Tobacco Use ¹	Possession of tobacco and/or nicotine in any form, or smoking paraphernalia, including electronic cigarettes and look-alike substances, or attempting to use tobacco is not allowed on or near school property, school buses or school activities.	Parent contact, in-school intervention, suspension ²
Tardiness (to classes)	A “Tardy” to class is defined as not being present in the classroom when the bell stops ringing.	Parent contact, detention, in-school intervention, suspension
Technology/Network Usage ¹	Improper use of, or electronic intrusion of District Technology, networks, Internet, or electronic records in violation of District Appropriate Use Procedures.	Parent contact, revoked privileges, restitution of damages, detention, in-school intervention, suspension, expulsion.
Telecommunication Devices	Unauthorized or inappropriate use of any device capable of receiving or transmitting speech, data signals, pictures or other information, including but not limited to paging devices, cellular and mobile telephones, and radio transceivers, transmitters, and receivers.	Parent contact, confiscation, revoked network privileges, detention, in-school intervention, suspension, expulsion. Parent must be present when the item is returned.
Trespass ¹ (student)	Students will not trespass on any school property.	Parent contact, detention, in-school intervention, suspension.
Truancy	Absent from school without a valid excuse.	Parent contact, detention, in-school suspension intervention, suspension, parent conference, removal from class, referral to county truant officer, application of village truancy ordinance.

Vandalism ¹	Vandalism of any kind to any part of the building equipment, grounds or buses will not be tolerated.	Parent contact, pay damages, in-school intervention, suspension, expulsion.
Verbal Altercation	<i>See intimidation</i>	
Vulgarity	Use of vulgar or obscene language, lewd indecent behavior, or the writing of same.	Parent contact, detention, parent conference, Detention, in-school intervention, suspension, expulsion.
Weapons		
A. Weapons and Firearms ¹	Possession of, trafficking, aiding, abetting, concealing, assisting in the sale of but not limited to the following: guns; stun guns; ammunition; explosives; dangerous knives; and/or stilettos.	Parent contact, confiscation, suspension, expulsion (minimum of one calendar year).
B. Items Used as Weapons ¹	Use of such items as, but not limited to baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.	Parent contact, confiscation, in-school intervention, suspension, expulsion (minimum of one calendar year).
Other Prohibited Devices		
A. Chemical Sprays ¹	Possession and/or use of chemical sprays, gas (mace, pepper gas) or any similar device used to cause bodily harm is prohibited and illegal.	Parent contact, confiscation, in-school intervention, suspension, expulsion.
B. Knives ¹	Possession of knives of any kind is prohibited.	For items not described in Section A. (weapons) Parent contact, confiscation, in-school intervention, suspension, expulsion.
C. Fireworks/Look-alike Weapons ¹	Possession of fireworks, smoke bombs and look-alike weapons is prohibited.	Parent contact, confiscation, in-school intervention, suspension, expulsion.
D. Laser Pointing Devices	Possession of any laser or other electronic pointing device.	Parent contact, confiscation, in-school intervention, suspension, expulsion.

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 parents 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)

SUSPENSION:

Suspension is the exclusion of a student from school for a period of one 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 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, will 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 make a telephone contact to parents, document in Powerschool and complete a Dean's referral for recordkeeping purposes. If a parent cannot be reached by telephone, a written communication will be made either by email or by mail. Additional violations will result in a parent 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 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'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. These phones are to be turned off and stowed away during the regular school day. Students may also use hand-held lap-tops and electronic devices for instructional purposes during the school day. Any device with photo capability is not permitted in bathrooms or locker rooms at any time.

Students who do not follow the above regulations are subject to disciplinary actions as stated in the Student Behavior Regulations in this handbook.

Notice regarding electronic devices: Students who bring any type of personal property, cellular/wireless phone, pager, hand-held game, CD/MP3/video player, camera, recording device, PDA, laptop or similar device to school, on school property or to a school-related activity do so at their sole risk. District 88 will investigate but cannot always put a high priority on the investigation of these items. (re-stated in the technology section and on parent sign off)

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 upon 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 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 identification cards each year for a fee of \$3.00. 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 insure 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 Mrs. Jean Barbanente, Assistant Superintendent.**

Parents 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 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 for 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 Supervisor's. 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, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Staff members are expected to report all incidents of bullying immediately to the District Complaint Manager. Anyone, including 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:

Complaint Managers:

Iridia Niewinski – Addison Trail Assistant Principal – (630) 628-3304

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

6:45 Sexual Harassment Prohibited

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.

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:

Nondiscrimination Coordinator: Mrs. Jean Barbanente, Assistant Superintendent – (630) 530-3985

Complaint Managers:

Iridia Niewinski – Addison Trail Assistant Principal – (630) 628-3304

Bob Daly – Willowbrook Assistant Principal – (630) 530-3441

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

APPEAL PROCEDURE

In the event that a student or parent feels a complaint has not been resolved, the student or parent has a right to a hearing. To schedule a hearing, please call Mrs. Jean Barbanente, Assistant Superintendent at (630) 530-3985. 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 or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

6:70 Access to Student Social Networking Passwords & Websites

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

All use of 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, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. 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.

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

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;

- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. 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:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

Indemnification - 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.

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

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, 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.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School 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 School 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 School District. Users will be held personally responsible for the content of any and all email messages

transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

District Issued Chromebooks

DuPage High School District 88 is providing a district issued chromebook and related equipment to each of its students, starting in 2018-19 school year with Freshmen. Students must indicate their understanding and agreement to the terms of the technology acceptable use policy (AUP). Students and parents must review and sign this AUP agreement annually during registration. The agreement governs the terms and use of the chromebook as well as student technology use for educational purposes only. 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.

Personal Use of Student-Owned Electronic Devices for Educational Purposes in School

PURPOSE: DuPage HS District 88 provides all students access to a wireless network and the option of bringing in a personal laptop as a means to support their education. The purpose of this regulation is to assure that students recognize the limitations that the school imposes on their use of personal electronic devices. In addition to this regulation, the use of any school computer, including student-owned electronic devices, also requires students to abide by the 6:235 Access to Electronic Networks and Internet Board Policy and A-6:235 Access to District 88 Electronic Networks & Equipment Administrative Regulation.

During the course of the school year, additional rules regarding the use of personal electronic devices may be added. If this occurs, any new rule will become a part of this regulation.

General Usage

DuPage HS District 88 provides the opportunity for students to bring personal electronic devices to school to use as an educational tool. **The use of these electronic devices will be at staff discretion.**

1. Students must obtain teacher permission before using a personal electronic device during class.
2. Student use of a personal electronic device must support the instructional activities currently occurring in each classroom and lab.
3. Students must turn off and put away personal electronic devices when requested by a staff member.
4. Students should be aware that their use of the electronic devices could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio should be muted, unless special permission is granted by the teacher.
5. Students may use their personal electronic devices before school, at lunch, and after school in **adult supervised areas only**, such as the Media Center, commons areas or classrooms with a staff member present. The electronic device should be used for educational purposes during these times. Any supervising staff member has the right to inspect any material being viewed on student electronic device. If an adult asks a student to put his/her electronic device away because of games or other non-instructional activities during these times, the student must comply.

Consequences of General Usage

If students refuse to comply with the above guidelines, the following consequences will apply. Student infractions will be documented as a dean's referral for each offense.

- 1st Offense = Student Conference, Parent Contact, Detention
- 2nd Offense = Student Conference, Parent Contact, Detention, In-School Intervention

Electronic device security risks

Portable electronic devices are especially vulnerable to loss and theft. Risk management is not only necessary for the equipment but also any sensitive data stored on the device.

To counter these risks, electronic device security must be addressed in three ways;

1. Student responsibility; through increased user awareness of the risks and application of an electronic device security policy (this document).
2. Physical security; both in school, on school property, and when traveling to and from school.
3. access control/authentication

1. Student Responsibility

DuPage HS District 88 accepts no responsibility for personal property brought to the school by students. This includes all personal electronic devices.

Students who choose to bring personal electronic devices to school assume total responsibility for the devices. Electronic devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against theft, damage, and electronic viruses of their personal electronic devices.

2. Physical Security

Users should take the following physical security preventative measures.

- Your personal property should NEVER be left unattended for ANY period of time. When not using your electronic device, it should be locked in your hallway locker.
- Electronic devices must not be:
 - Left unattended at any time (**If an electronic device is left unattended it may be picked up by staff and turned into the deans' office**)
 - Left in view of an unattended vehicle

Notice regarding electronic devices: Students who bring any type of personal property, cellular/wireless phone, pager, hand-held game, CD/MP3/video player, camera, recording device, PDA, laptop or similar device to school, on school property or to a school-related activity do so at their sole risk. District 88 will investigate but cannot always put a high priority on the investigation of these items.

3. Access Control and Authentication

1. Any student found connecting his/her personal electronic device to the district network using an Ethernet cable plugged into a wall jack will have his/her electronic personal device confiscated and lose personal electronic device access privileges.
2. No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.

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.

Additionally, the use of student names/photographs/videos/interviews may appear in DuPage High School District 88 publications as well as local media publications. If you have questions regarding this practice, please contact the Community Relations Office at (630) 530-3989.

District 88 Chromebook Program

Beginning in the Fall of 2018 with the class of 2022, each Freshman in District 88 will be issued a Chromebook device for instructional purposes. The district will phase in this model (starting with the class of 2022) to ensure the most cost-effective, efficient and high-quality implementation.

Costs

The fee for the Chromebook will be divided over four years (a waiver will be offered to qualifying students), which will allow students to own their device after they leave District 88. Students attending the district less than 4 years, may keep their device by paying a pro-rated fee based on time in District 88. Transfer students who decide to not keep the device will need to return the device and charging accessories to the district.

Distribution

Distribution of Chromebook devices will be distributed to each student during Freshman registration on August 7, 2018.

Chromebook devices will be individually assigned to students and inventoried using a unique identifier. Students will set up their devices and obtain login and password instructions under staff direction during Physical Education and Health classes during the first week of school. Students should bring their devices to their PE/Health classes on the following dates:

Addison Trail – Thursday, August 16, 2018 – main gym

Willowbrook – Friday, August 17, 2018 – main gym

Upon initial set up, Chromebooks may be used in any class at teacher’s discretion. Students are directed to bring their Chromebooks to school every day.

Care

Students are responsible for the care of their Chromebook. Devices will be serviced by District 88 staff and student workers. All devices will come with a 1 year warranty to cover manufacturer defects. Repairs of the device will be covered by the district using a graduated repair fee scale:

- 1st repair - free.
- 2nd repair - \$25.
- 3rd repair - \$50.
- 4th and subsequent repair - \$100.

Devices that are lost or stolen will be the responsibility of the family to replace at the full cost of the device.

Families will have the option to purchase insurance for the device through a third party vendor for lost or stolen devices. Information will be available at the time of registration. 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.

Students may seek repair of their device at the designated help desk in the Library Media Center.

Students are directed to keep devices secured in their lockers when not using them during the day. Stolen devices must be reported to the Dean’s office for referral to the police. District 88 is not responsible for lost/stolen property.

Students will be keeping their devices over the summer. Technology staff will be available in the summer for device support and repair.

Filtering

Chromebooks will require district logins and passwords and will have a content filter that will be in place both at home and at school. Web activity will be tracked for safety purposes and students will only have access to educationally appropriate sites in compliance with the Federal Children’s Internet Protection Act (CIPA). However, students will be permitted to add applications subject to administrative review. All device activity is subject to the requirements of the District 88 “Acceptable Use Policy” and violations of the policy are subject to disciplinary action.

Families in need of internet access in the home can contact the Library Media Center regarding the Sprint hotspot program. The Sprint Hotspot program includes a filtered internet connection for eligible families.

Printing

Printing will be available in the Library Media Center as well as departmentally determined areas. Students may set up their home printers with the Google Cloud Print to print from their Chromebook at home. More information may be obtained using the following link: <http://www.google.com/cloudprint/learn/>.

Charging

Students are directed to charge their device at home and bring devices to school ready for classroom use. If additional charging is

needed during the day, charging stations will be available in the commons, cafeteria, Library Media Center and some classrooms at teacher discretion. If a charging cable becomes damaged, students may obtain a replacement charger from the technology office. If charging cables are lost, replacement cables may be obtained in the technology office for a cost.

Personal Devices

Students may bring additional personal devices to school at their own risk. However, students will only be allowed to access the “guest” side of the District’s network with personal devices. District 88 is not responsible for the support or maintenance of students’ personal devices.

Upperclassmen Options

Upperclassmen will have the opportunity to check out a Chromebook from the library for individual use, which may include bringing a device home to complete school work. Teachers of upperclassmen will also have the opportunity to use the district’s current Chromebook/laptop carts. Additionally, the six labs with wired desktop computers will remain in use and be maintained in the future to support specialized curricular areas.

Questions regarding District 88 Chromebooks should be directed to Dr. Aaron Lenaghan, Director of Technology, Teaching, and Learning at alenaghan@dupage88.net or 630-782-3133.

7:20 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. Prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, 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 material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause 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, 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. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
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

The distribution of non-school-sponsored written material must 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 material is endorsed by the school district.

7:25 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 handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

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

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 author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Section 8: Search and Seizure

8:10 Search and Seizure

LOCKERS: A student is assigned a locker exclusively for his/her 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. Parents 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 parents 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 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.

Parents 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 him/her.
3. The student and the student's parents 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.

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 and students are afforded an opportunity for a hearing to challenge the contents of the student's records to insure 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 parents, 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: Athletics and Extra-Curricular Activities

9:10 Student Activities and Code of Conduct

Recognizing that co-curricular activities assist each student in meeting his/her educational goals, the school has established numerous programs and activities for our students and selected guests. Attendance and participation at these activities is at the discretion of school authorities. **Students must be in attendance the day of any activity or practice.** 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. **Students must possess student I.D. cards at all co-curricular activities.**

If a student or group of students is interested in starting a new club, activity, sport or sport level, they should contact the Athletic Office.

Every Friday, it is the responsibility of the head coach to check the eligibility of his/her 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 extra-curricular activities on an individual, case by case basis.

1. To participate in Illinois High School Association activities such as athletics, music, drama, speech, cheerleading, debate, math team, or academic team, a student:
 - A. Must be enrolled in and pass five academic classes each week to be eligible.
 - B. Must pass five academic classes each semester.
 - C. Must have parental consent, training rules, current physical.
 - D. See IHSA Athletic Eligibility Rules at <http://ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx>
2. Students are subject to the Code of Conduct and school disciplinary rules.

HOWEVER, any violation of school rules noted by a faculty member will be brought to the Faculty Council for further discussion and may jeopardize a student's acceptance into National Honor Society (or may be grounds for dismissal if the problem arises after the student has been accepted) regardless of the number of positive faculty votes involved. This will be at the discretion of the Faculty Council. It is understood that students must reapply for membership each year. Continued membership in National Honor Society is not automatic.

DuPage High School District 88 provides Student Accident Insurance Coverage for all students through QBE Insurance Corporation. 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.

Student Activities Code of Conduct

I. Purpose

Participation in student activities is viewed by the school as a worthwhile endeavor that enhances the educational process. Participation is considered an extension of, but separate from the regular high school educational program. While the curricular program is a right afforded to each student, participation in the extra-curricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the activities program are to offer students direction in developing healthful habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to these ends that a **Code of Conduct** is established for those choosing to take part in the student activities program. Consequences as a result of **Student Behavioral Regulations** violations override **Code of Conduct** consequences. **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.**

II. Expectations

Conduct themselves at all times in a manner that does not depict, condone or promote the unlawful use, possession or distribution of alcohol, tobacco, cannabis, controlled substances or look-alikes thereof. This includes representations in photos, videos and the Internet. Students must refrain from bullying, hazing, and any unsportsmanlike conduct.

- A. Attend school, practices, and contests/performances.
- B. Travel on school arranged transportation to and from all away school events.
- C. Meet the minimum IHSA scholastic requirements (passing five academic classes on a weekly and semester basis) and adhere to all IHSA policies regarding steroid usage.
- D. Adhere to all rules and regulations set forth in the student handbook.
- E. Submit an annual physical examination prior to athletic participation.
- F. Conduct themselves in a manner that demonstrates respect for people, property, and public laws at all times. Refrain from hazing and bullying as described below.
- G. Refrain from attending gatherings where the unlawful use of, or possession of alcohol or any other controlled or look-alike substance is occurring. Students shall immediately remove themselves from the premises where such conduct is occurring.
- H. Refrain from the use of, distribution or possession of tobacco, nicotine products, alcohol, or any other controlled or look-alike substances including paraphernalia.

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* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

III. Consequences for Not Meeting Expectations (In effect for one full calendar year.) Consequences must be completed prior to returning to activity/competition.

- A. Participants violating II-A, II-B, II-C, II-D, II-E, II-F and/or II-G will be appropriately disciplined by the sponsor, director of athletics/student activities, and the building principal.
- B. Multiple or Flagrant violations of II-A, II-B, II-C, II-D, II-E, II-F and/or II-G may result in consequences listed in Section C below.
- C. Participants violating II-H.
 - 1. Participants violating II-H will be suspended from the activity in which he/she is

participating. Suspension will be for 1/3 of the activity season in which he/she is participating **if the following conditions are met:**

- *a. Participant and parent(s) participate in medical counseling, the cost of which is to be paid solely by the parent, at a recommended treatment center.
- *b. Participant and parent(s) **successfully complete** the medical counseling program. Students are permitted to participate in a sport/activity for the first time and use a portion of that season to serve out a 1/3 of a season suspension, provided all requirements for the sport/activity are met (i.e., attendance at practices while on code suspension and completing the remainder of season; contests and practices once the suspension is served.) Students who are in both sport(s) and activities will receive their consequences for not meeting expectations in both the sports and activities program.

**If the above conditions are not fulfilled, the activity member will be suspended for one full activity season. Applies to A and B only.*

- 2. Participants violating II-H for a second time will be ineligible for one calendar year from the date of the second infraction.
- 3. Participants violating II-H for a third time will be declared ineligible for all activities/athletics/for the remainder of his/her high school career.
- 4. While on Code suspension students will be expected to practice and to attend their school sponsored team/activity events. If a student is disruptive in either of these environments, they may be excluded at the discretion of the athletic director, sponsor(s), coach and the building principal.
- 5. Participants holding a team/activity leadership position may be removed from his/her leadership position at the discretion of the coaches/sponsors and administration.

D. Any member of the student activities program who *presents* himself/herself to the director of athletic/student activities as having a substance abuse problem will have full practice and participating privileges as long as the following conditions are deemed applicable by the school administration:

- 1. Admission of the said abuse is not initiated by the participant as a means of escaping disciplinary action
- 2. Participant and parent(s) receive medical counseling, the cost of which to be paid solely by the parent(s) at a recommended treatment center
- 3. Participant and parent(s) successfully complete such medical counseling.
- 4. Participant does not violate II-H after he/she admits said abuse.

Student Admissions Passes and Fees

Student/Family Admissions Passes may be purchased during registration week, at the first two home football games, or by mail. Students may purchase an activity pass for \$10.00 which admits them to most school activities at a considerable savings over regular admission prices. The events include home football, volleyball, basketball, gymnastics and wrestling contests as well as school plays (except musicals), most Music Department concerts, and many Student Council activities.

The \$50.00 Family Admission Pass entitles all immediate family members admission to most school sponsored events.

The Family Admission Pass does not include your high school student.

Passes are not valid at any away contest, at an IHSA State sponsored event, at Band-O-Rama or the Collage Concert, or musical theatrical productions.

Ticket prices for the 2018-2019 school year for each activity are listed below:

	<u>Adults</u>	<u>Students</u>	<u>Child**</u>	<u>Student Act. Pass</u>	<u>Sr. Citizens</u>
Musicals Productions*	\$7.00	\$5.00	\$5.00	\$3.00	Free w/Gold Card
Drama Productions	\$7.00	\$5.00	\$5.00	\$3.00	Free w/Gold Card

Music Progs.	\$3.00	\$2.00	Free	Free	Free w/Gold Card
Orchesis	\$7.00	\$5.00	\$5.00	\$3.00	Free w/Gold Card
Athletics***	\$4.00	\$2.00	Free	Free	Free w/Gold Card
Parking Fee		\$175.00			
Admission Pass****	\$50.00	\$10.00			
Yearbook*****		\$45.00			
BTW Driver Education		\$220.00			
Chromebook Device Fee		\$54.00			
Technology Fee		\$35.00			

- * Musical productions vary in cost due to copyrights, costumes, props, etc. depending on the particular musical selected.
- ** Anyone 12 and under, accompanied by an adult, is admitted free.
- *** Admission for athletics will be charged for the following events: football, boys' & girls' basketball, boys' & girls' volleyball, boys' & girls' gymnastics, and wrestling.
- **** The \$50.00 adult admission charge for an activity pass is a family pass.
- *****Yearbooks ordered after January 1 will be \$50.00

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.

Section 10: 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 21, 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

Section 504 of the *Rehabilitation Act of 1973* is 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 9 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.

Section 11: Student Records and Privacy

11:10 Student Privacy Protections

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.

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 nonplacement 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)

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, 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
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) or eligible student, or designee, are entitled to inspect and copy information in the student's school record; a student less than 18 years old may inspect or copy 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 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 indicating otherwise:
 - a. Divorced or separated parents/guardians 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) Health reports
 - 3) Notices of 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. 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). 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 an objection is made by the student's parent(s)/guardian(s). 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.

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.

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 and position of the person obtaining the release or access
 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, 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, 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.

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. Birth date 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 object to 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 access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. 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 has been entered concerning the student.

2. 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.

3. 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/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.

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.

4. 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.

5. 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.

6. 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.

7. 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.

8. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their 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. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written

request 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 removed.

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:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

11:40 Requests from Military or Institutions of Higher Learning

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

Section 12: 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 teen-age 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.

12:10 Teacher Qualifications

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

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

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

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 continue to

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 work hard and study throughout the year;
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 2018 and Spring of 2019. All national testing dates are available on the ACT 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 Homeless Child's Right to Education

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

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

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

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

The District 88 Homeless Liaison, Dr. LaTonya Wilks (630) 530-3994.

12:60 English Language Learners

The school offers opportunities for resident English Learners to achieve at high levels in ~~of~~ 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) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Language Learners program, contact Mrs. Katherine Lipowski at Willowbrook (630) 782-3001 or Jenna Phillips at Addison Trail (630) 628-3396.

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. 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 imminent threat to health or 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's Attorney's office, and the local police.

12:100 Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

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.

12:120 Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:
<http://www.isp.state.il.us/cmvo/>.



Tuesday through Friday

Monday – Late start

Class period	Start time	End time
0	6:50 a.m.	7:30 a.m.
1	9:00 a.m.	9:40 a.m.
2	9:45 a.m.	10:25 a.m.
3	10:30 a.m.	11:15 a.m.
4	11:20 a.m.	12:00 p.m.
5	12:05 p.m.	12:45 p.m.
6	12:50 p.m.	1:30 p.m.
7	1:35 p.m.	2:15 p.m.
8	2:20 p.m.	3:00 p.m.

Class period	Start time	End time
0	6:50 a.m.	7:35 a.m.
1	7:45 a.m.	8:30 a.m.
2	8:35 a.m.	9:20 a.m.
3	9:25 a.m.	10:10 a.m.
AT Resource (ATR)	10:15 a.m.	10:50 a.m.
4	10:55 a.m.	11:40 a.m.
5	11:45 a.m.	12:30 p.m.
6	12:35 p.m.	1:20 p.m.
7	1:25 p.m.	2:10 p.m.
8	2:15 p.m.	3:00 p.m.

Early dismissal – 1:40 p.m.

9/6/18, 10/3/18, 10/4/18 and 1/17/19

Class period	Start time	End time
0	6:50 a.m.	7:30 a.m.
1	7:45 a.m.	8:25 a.m.
2	8:30 a.m.	9:10 a.m.
3	9:15 a.m.	9:55 a.m.
4	10:00 a.m.	10:40 a.m.
5	10:45 a.m.	11:25 a.m.
6	11:30 a.m.	12:10 p.m.
7	12:15 p.m.	12:55 p.m.
8	1:00 p.m.	1:40 p.m.

Early dismissal – 2:05 p.m.

11/20/18 and 3/22/19

Class period	Start time	End time
0	6:50 a.m.	7:30 a.m.
1	7:45 a.m.	8:25 a.m.
2	8:30 a.m.	9:10 a.m.
3	9:15 a.m.	10:00 a.m.
4	10:05 a.m.	10:50 a.m.
5	10:55 a.m.	11:40 a.m.
6	11:45 a.m.	12:30 p.m.
7	12:35 p.m.	1:20 p.m.
8	1:25 p.m.	2:05 p.m.

EARLY-BIRD BUS: BUS ARRIVES at Addison Trail at 6:45 a.m.
 MONDAY THROUGH FRIDAY: SEE BUS ROUTE SCHEDULE
 BUS FOR LATE ACTIVITIES: MONDAY THROUGH FRIDAY – 4:30 p.m.
 LATE BUS: MONDAY THROUGH THURSDAY – 6:00 p.m.
 FRIDAY – 5:30 p.m.

Early dismissal bus schedule

BUSES DEPART AFTER PERIOD 6: AREA 12:20 p.m.
 PERIOD 7: REGULAR 1:05 p.m.
 PERIOD 8: REGULAR 1:50 p.m.

Tuesday through Friday

Monday – Late start

Class period	Start time	End time
0	6:50 a.m.	7:30 a.m.
1	9:00 a.m.	9:40 a.m.
2	9:45 a.m.	10:25 a.m.
3	10:30 a.m.	11:15 a.m.
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5	12:05 p.m.	12:45 p.m.
6	12:50 p.m.	1:30 p.m.
7	1:35 p.m.	2:15 p.m.
8	2:20 p.m.	3:00 p.m.

Class period	Start time	End time
0	6:50 a.m.	7:35 a.m.
1	7:45 a.m.	8:30 a.m.
2	8:35 a.m.	9:20 a.m.
Warrior Time	9:25 a.m.	10:00 a.m.
3	10:05 a.m.	10:50 a.m.
4	10:55 a.m.	11:40 a.m.
5	11:45 a.m.	12:30 p.m.
6	12:35 p.m.	1:20 p.m.
7	1:25 p.m.	2:10 p.m.
8	2:15 p.m.	3:00 p.m.

Early dismissal – 1:40 p.m.

9/6/18, 10/3/18, 10/4/18 and 1/17/19

Class period	Start time	End time
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8	1:00 p.m.	1:40 p.m.

Early dismissal – 2:05 p.m.

11/20/18 and 3/22/19

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6	11:45 a.m.	12:30 p.m.
7	12:35 p.m.	1:20 p.m.
8	1:25 p.m.	2:05 p.m.

EARLY-BIRD BUS:
MONDAY THROUGH FRIDAY: SEE BUS ROUTE SCHEDULE
BUS FOR LATE ACTIVITIES:
LATE BUS:

BUS ARRIVES at Willowbrook at 6:45 a.m.
SEE BUS ROUTE SCHEDULE
MONDAY THROUGH FRIDAY – 4:30 p.m.
MONDAY THROUGH THURSDAY – 6:00 p.m.
FRIDAY – 5:30 p.m.

Early dismissal bus schedule

BUSES DEPART AFTER PERIOD 6: AREA 12:20 p.m.
PERIOD 7: REGULAR 1:05 p.m.
PERIOD 8: REGULAR 1:50 p.m.



The 21st Century Vision for DuPage High School District 88

VISION...The successful vision for DuPage District 88 is one of a desired, hopeful future to chart its path of action. It is intended to be a source of pride, to instill the courage to make thoughtful and responsible decisions, and to be a compass for the future.

The 21st Century for DuPage District 88 is one of a learning community that welcomes, excites, and challenges. This envisioned future is described by:

Schools that...

- ❖ are safe and modernized promoting a learning environment that is healthy and conducive to optimal learning
- ❖ are structured as engaging and small learning communities that value and embrace diversity and allow for personalized and collaborative learning
- ❖ maximize a variety of learning spaces and arrangements that accommodate and sustain rigorous, creative, and innovative 21st Century learning
- ❖ form a tightly-connected and highly-interactive Addison Trail-Willowbrook (district-wide) learning community
- ❖ are part of a collaborative network of schools that represent an expanded global learning community

Classrooms that...

- ❖ are inspiring, caring, respectful, and empowering for all students
- ❖ emphasize robust, experiential, personalized and collaborative learning focused on real-world (local and global) issues and challenges
- ❖ have accessible digital tools that are used for the acquisition of 21st Century knowledge and skills

Learning Programs that...

- ❖ rigorously and dynamically integrate core knowledge instruction with 21st Century literacy skills: global awareness, financial, economic, business, entrepreneurial, civic, health, environmental, media and technology
- ❖ maintain high local and global standards and enable students to develop intellectual and life skills through critical thinking and applied learning in all programs of study
- ❖ are interdisciplinary, project-based, career-connected, and linked with elementary, middle level, and higher education programs
- ❖ forge partnerships with business/community sectors, develop mentoring-tutoring relationships, and provide local/global service learning opportunities
- ❖ provide opportunities for diverse learners to thrive in an environment of inclusion and acceptance

Learners who...

- ❖ are respectful, self-directed, enthusiastic, positive, and responsible
- ❖ are critical, creative thinkers prepared to use 21st Century learning tools in responsible ways that contribute to the good of our global society
- ❖ are proactive, productive and ethically-appropriate consumers and contributors to the local and global community
- ❖ are engaged, resilient, and view 21st Century change as opportunities for growth and development

Teachers and professionals who...

- ❖ continuously connect existing content, skills, and assessment practices with vigorous intellectual, creative, and forward thinking associated with 21st Century essential educational changes
- ❖ are caring, respectful, and adaptable in meeting the needs of all learners
- ❖ are highly qualified and collaborative team players

School-Community partnerships that...

- ❖ embrace its youth by providing a healthy, safe, and nurturing school-community environment
- ❖ share the responsibility for providing appropriate and inclusive learning and recreational opportunities for youth before/during/after school hours