



DOWNERS GROVE NORTH

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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WELCOME TO NORTH HIGH AND THE START OF A NEW SCHOOL YEAR!

Welcome! This handbook is prepared and designed to give you and your parents critical information about your educational opportunities and responsibilities at North High. We urge you to read and become familiar with the information contained in the handbook and that it be kept in a convenient location so that you may refer to it when necessary.

It is our hope that you will work together with the faculty to make this an enjoyable and rewarding year. North High offers the opportunity for achievement in the classroom and outside of the classroom, whether it be in music, drama, student government, clubs and/or athletics. North has a fine teaching staff, excellent facilities, and a history of high academic and extracurricular achievement. None of these are of value, however, without your commitment to perform to the best of your ability. This means attending school regularly, completing homework assignments, observing school regulations, supporting and participating in extracurricular activities, and conducting yourself in such a manner that honor is brought to you, to your parents, and to the school. Participate! Get involved! Make your high school years stimulating, challenging, and rewarding!

It is a pleasure to welcome you as a student to North High. We are looking forward to the coming school year!

Mrs. Maria Ward
Principal

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Downers Grove, IL 60515
Phone: (630) 795-8400
Fax: (630) 795-8499
Website: csd99.org/north/

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August 2009 – May 2010

August		February	
24	Teacher Institute- No Classes	3	Late Arrival 10:00 a.m.
25	Teacher Institute-No Classes	15	Presidents Day-No School
26	First Day of Classes	17	Late Arrival 10:00 a.m.
		26	Teacher Institute-No Classes
September		March	
2	Late Arrival 10:00 am	1	Casmir Pulaski Day-No School
3	Open House	3	Late Arrival 10:00 a.m.
4	1:30 Dismissal	17	Late Arrival 10:00 a.m.
7	Labor Day-No School	29	End of 3 rd Quarter
16	Late Arrival 10:00 a.m.	29-31	Spring Break –No School
October		April	
7	Late Arrival 10:00 a.m.	1-5	Spring Break-No School
12	Columbus Day-No School	6	Classes Resume
21	Late Arrival 10:00 a.m.	14	Late Arrival 10:00 a.m.
23	End of 1st Quarter	28-29	PSAE Testing
29	Parent Conferences-No Classes	May	
November		19	Late Arrival 10:00 a.m.
4	Late Arrival 10:00 a.m.	31	Memorial Day-No School
11	Veterans Day-No School	June	
18	Late Arrival 10:00 a.m.	1	Underclass Semester Exam
25	1:30 Dismissal	2	Underclass Semester Exam
26	Thanksgiving Day	3	Underclass Semester Exam
27	Thanksgiving Break	4	Last Day of School
December			Graduation Ceremony
2	Late Arrival 10:00 a.m.		
21-31	Winter Break-No School		
January			
1	Winter Break-No School		
4	Classes Resume		
6	Late Arrival 10:00 a.m.		
13	First Semester Exams		
14	First Semester Exams		
15	First Semester Exams		
18	Martin Luther King Jr.'s Birthday-No School		
19	Late Arrival 10:00 a.m.		

PERSONNEL

BOARD OF EDUCATION

Julia Beckman, President	Paul McCarthy, Vice President
Deborah Boyle	Robert Lemke
Terry Pavesich	Megan Schroeder
William White	

ADMINISTRATIVE SERVICE CENTER

Superintendent.....	Dr. Mark McDonald
Assistant Superintendent for Student Learning	Dr. Mary Biniewicz
Assistant Superintendent for Human Resources.....	Dr. Lisa Smith
Director of Special Education.....	Dr. Kimberly Dryier
Controller.....	Mark Staehlin
Director of Physical Plant and Operations/Purchasing.....	Martin Schack
Director of Technology and Information Services.....	Rod Russeau

NORTH HIGH SCHOOL ADMINISTRATION

Principal.....	Maria Ward
Associate Principal.....	Peter Theis
Associate Principal.....	Charles Hiscock
Assistant Principal.....	Dr. Kenneth Sorensen
Assistant Principal.....	Dr. Sherri DeVore-Benitez
Athletic Director.....	Denise Kavanaugh

DEPARTMENT CHAIRS

Applied Arts and Technology.....	Loukia Mastrodimos
Driver Education, Health, and Physical Education.....	Paul Pennington
English and Communication.....	Linda Augustyn
Fine Arts.....	Brayer Teague
World Languages.....	Elizabeth Lee
Library.....	Rebecca Scott
Mathematics.....	Jonathan Heldmann
Science.....	Kathryn Baal
Social Studies.....	Gary Mitchell
Special Services.....	Scott Wugazer

DEANS

Dean	Omar Davis
Dean.....	Tim Tilton
Dean.....	Rebecca Talavera

PHYSICAL PLANT

Supervisor of Buildings and Grounds.....	James Kolodziej
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COUNSELING AND STUDENT SUPPORT SERVICES DEPARTMENT

Counselor	Lana Bonser
Counselor	Cindy Karmik
Counselor	William Kupisch
Counselor	Mark Wasik
Counselor	Nicole Gibson
Counselor	Greg Stolzer
Counselor	Jan Sieck
Counselor	Mary Ann Watson
Psychologist	Angela McAndrews
Psychologist	Theresa Wilson
Social Worker	Brian Kittinger
Social Worker	Barb Czarnik
Social Worker	Colleen McLean
Student Assistance Program Coordinator	Kevin Leslie
Health Services	Kathleen Meding
School Resource Officer	Jason Glaser
Speech Therapist	Lynn Colaluca
Speech Therapist	Carol Cornelius

GENERAL SCHOOL INFORMATION

Attendance Office

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

This office is responsible for managing and administering student attendance related issues at North High. Prearranged absence planning, daily absence reporting and attendance follow-up are functions of the Attendance Office. District 99 policies and procedures for attendance and reporting absences are posted in another location of this book under “Student Attendance.” It is essential that you become familiar with these policies and use the procedures regularly when reporting student absences.

Bookstore/Lost & Found/Textbook Returns

The bookstore, located in the commons, carries a stock of school supplies. Bookstore hours are 7:15 a.m. 3:40 p.m. The bookstore manages the textbook rental system. Students are provided with textbooks for their classes as part of the registration fee. The textbooks distributed to students are assigned inventory numbers to assist with accounting for them. The agreement made when the books are distributed to the students is that each student must return the same book that they were initially given. Students cannot return a book, other than the one they were given, and expect to be credited for its return. Students returning books numbered differently from the ones they were given will be assessed the replacement fee for the original book. All students are expected to return their assigned books directly to their teachers or to the bookstore and prior to summer. Because the inventory and ordering of texts for the following year must be completed by July 1, students will not be credited with the return of texts after that date. The cost of replacing all unreturned texts

will be assessed to each student and must be paid. If students leave textbooks in lockers or other areas of the school, this is not considered an appropriate or proper return. Therefore, missing text fines also will be applied in these situations.

Lost & Found

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

Reading Center

The Reading Center offers reading improvement courses. Small group instruction is available in reading comprehension, vocabulary development and study strategies.

Resource Centers

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

School Resource Officer's Office

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

Student Activities Office

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

Student Assistance Program

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

Tutoring

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

STRIVE

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

The School Day

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

Lockers

All students are assigned a locker when they first register at North High School. Students are not to damage or deface lockers in any way; fines will be assessed for any damage. Lockers should be kept locked at all times. Since the school assumes no responsibility or liability for lost or stolen property, students are urged not to bring valuable items or large sums of money to school. Students should keep the locker combination confidential. Students must use only the assigned locker and are not permitted to make unauthorized moves to another locker. Students must report any locker trouble or faulty lock problems to the Deans Office. **STUDENTS ARE RESPONSIBLE TO CLEAN OUT LOCKERS AND REMOVE ALL CONTENTS AT THE END OF EACH SCHOOL YEAR.** Routine locker inspections may be conducted to ensure compliance.

Visitors

The school has a responsibility to maintain a learning environment as free as possible from outside distractions. As a result, students may not bring friends and/or relatives to school as visitors. **ALL VISITORS TO THE SCHOOL BUILDING MUST REGISTER IN ORDER TO ENTER THE BUILDING.** Visitors should plan on entering the building only at the Main Street entrance. Individual student visitors, such as friends and relatives, will not be allowed access during the school day.

COMMUNICATIONS**Bulletin Boards**

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

Daily Announcements

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

Distribution of Materials

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

Notes from North

Published several times during the school year, this publication informs parents about curricular news, calls attention to student achievements and alerts parents to coming events.

Poster Policy

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

SCHOOL RULES**Hallway Expectations**

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

Electronic music devices and cell phones may be used on buses and in school prior to the start of school at 8:00 a.m. After 8:00 a.m. they should be placed in lockers or in book bags and should not be displayed until school ends at 3:20 p.m. Students who display these devices during the school day may be disciplined according to the Student Discipline Code. The security of these items cannot be guaranteed, and the school will not assume any liability for these items at any time.

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

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

Food must remain in the cafeteria area at all times during the school day. No food is to be purchased from the vending machines in any area of the building during the day except from the cafeteria machines during the actual lunch hours. No students will be allowed to consume food in hallways or in any classroom or office area.

COUNSELING AND STUDENT SUPPORT SERVICES

Counseling and Student Support Services Office

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

Working Students/ Work Permits

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

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

CHILD LABOR REGULATION NO. 3

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

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

- More than 8 hours a day on non-school days
- More than 40 hours a week in non-school weeks

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

1. Pick up an application for a work permit in the Counseling and Guidance Office.
2. Complete the application with all necessary information and signatures.
3. Return the completed application along with a birth certificate to the Guidance Office.
4. Minor must be passing at least three academic courses, which will be checked by the school.
5. The work permit certificate is not transferable. It is only valid for the employer/job and specific occupation to which it has been issued.

For 16 year olds:

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

COLLEGE PLANNING

The requirements for college admissions vary with the college. There are some guidelines, however, which will help to ensure that the student will have the appropriate high school courses. The Illinois State Board of Higher Education has set the following requirements for students currently enrolled at state universities. It is recommended that all college-bound students attempt to meet these requirements:

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

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

Colleges place emphasis on high school grades because these grades are considered to be the best predictors of success in college. Class rank, when calculated, is based on the student's cumulative semester grades.

The National Collegiate Athletic Association (NCAA) has specific regulations regarding course selection, grades and test scores in order for the student to be eligible to participate in college athletics and to receive a scholarship. The

student athlete should check with the Athletic Office or the Counseling and Student Support Services Office to be sure he/she is meeting the NCAA requirements.

The personal recommendation required by some colleges includes input from school personnel on such characteristics as ability, motivation, responsibility and citizenship. Also included may be a statement regarding participation and leadership in co-curricular activities. **Students are strongly encouraged to work closely with their counselors in the college planning process.**

All completed applications along with an addressed stamped envelope should be brought to the student's counselor. The student must sign an authorization requesting a transcript be sent to the college. There is a \$3.00 fee for each transcript. A complete application includes the application, transcript, ACT or SAT scores and, if required, a nonrefundable application fee.

Financial Aid

Financial aid for college is available to families who demonstrate need. A meeting on financial aid will be held in the fall.

ACADEMICS

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

REQUIREMENTS FOR GRADUATION

A minimum of 20 units of credit for the class of 2010, and a minimum of 22 units of credit for the class of 2011 and beyond is required for graduation from Community High School District 99. One-half credit is earned upon successful completion of a subject meeting daily for one semester. The successful completion of a course, which meets daily for a full year, earns one unit of credit.

LANGUAGE ARTS..... 4 Units
PHYSICAL EDUCATION4 Units

A student must be enrolled in Physical Education each semester that he or she is enrolled in school. Enrollment in Health and Driver Education is considered enrollment in physical education. An exception will be made for students enrolled in Dance (Fine Arts).

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

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

SOCIAL STUDIES..... 3 Units

One unit of World Studies/Global Connections, one unit of United States History, and one unit of Social Studies Electives selected by student.

MATHEMATICS3 Units

Beginning with the graduating class of 2010, students are required to pass 3 units, with Algebra 200 or higher being one unit, and one unit must include a course that includes Geometry content.

SCIENCE.....2 Units

One unit must be earned in a Life Science course, and one unit must be earned in a Physical Science course. Food Science (Family and Consumer Science), in addition to the Physical Science courses listed in the Science Department, satisfies the Physical Science requirement.

APPLIED ARTS and TECHNOLOGY5 Units

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

FINE ARTS..... .5 Units

This requirement may be met by successfully passing a course in Art, Music, or specified courses offered through the English department.

CONSUMER EDUCATION5 Units

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

An alternative to the consumer education requirement consists of passing the state consumer education proficiency test. Two tests are given yearly. Dates and times are announced prior to testing. The test can be taken only once in a calendar year. The test cannot be taken while enrolled in a Consumer Education course.

GRADE LEVEL ASSIGNMENT

Effective the 2009-2010 school year, all students will be assigned grade level status by the number of earned credits and the number of years of high school experience, as stipulated in Board Policy 7.305. The reasoning for and benefits of this policy change are as follows:

- Lack of progress toward a diploma sounds an alarm to students, parents, and school staff about the need for intervention. Earlier intervention assists students in remaining on track for graduation.
- Credits serve as a tangible bench mark for students and parents as progress toward earning a diploma. A policy that emphasizes earning credits encourages students to achieve rather than accrue seat time.

- Regular progress toward a diploma, not seat time, will entitle a student to rights and privileges.
- Students will take high stakes standardized assessments only after earning at least ten credits of high school work and thus will be better prepared to achieve state standards.

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

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

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

FEDERAL AND STATE CONSTITUTION EXAMINATIONS

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

The Board of Education believes strongly in the concept of basic education. Therefore, all students should extend their skills, understanding and knowledge in selected areas which are called “required courses.” It is the philosophy of the Board of Education that study in these areas is essential in developing a contributing member of our society. Of the 20 units of credit, (22 units of credit starting with the class 2011) required for graduation, a total of 16 1/2 units (17 1/2 units for the Class of 2011) must come from the areas previously listed. Students must register for a minimum of 6 courses per semester which enables them to earn 3 units per semester or 6 units of credit per year.

COURSE LOAD

State law requires all students to be enrolled and in attendance not less than 300 minutes a day. **District 99 requires students to be enrolled in three (3.0) course credits per semester (six credit classes) as a minimum.** Lunch does not count toward the 300 minute minimum requirement.

To assure that all students meet this requirement, students will normally earn (6) units of credit per year. Students may request a maximum of seven (7) classes per semester in order to enrich their academic program. This programming allows students to more easily take such electives as music, practical arts, fine arts or world languages. Students involved in athletic or co-curricular activities should be aware of the athletic and activity eligibility as described in this guide.

INDIVIDUAL FOUR-YEAR PLAN

The four-year plan is a tool to help students focus their thoughts regarding high school course selection. This is merely a plan, so you are not bound by it. Frequent checks should be made to ensure compliance with graduation requirements and post high school interests. The four-year plan is found in each year's Registration Guide and other registration and planning materials. North High students receive guidance and direction about course selection through multiple avenues. The counselors work with students to help them understand the importance of a four-year plan as a tool to keep on course. Teachers work with their students to help them make reasonable selections for the next course in a particular department or sequence. During this advisement period, which is usually the week prior to winter break and the week following winter break, students prepare for the upcoming registration process (late January through February) by discussing these options with their current teachers. Parents may receive forms on which teachers request a parent signature as a means of keeping them in the fold. Please use this as an opportunity to discuss course options and goals with your student. As parents, your role is essential. Encouragement to take as rigorous a course schedule as possible, keeping in touch with the counselor to ensure your student is on target with graduation, and discussing with your student(s) his/her postsecondary goals are some of the ways in which you can assist with this advisement process.

GRADE POINT AVERAGE (GPA)

Weighted Grades

District 99 uses a weighted-grade system for assigning point values to grades earned in selected courses. The criteria for a course to be weighted are 1) those courses in selected disciplines where section grouping is used to challenge the students by accelerating the learning rate and increasing the amount of content in the discipline, and 2) those courses in selected disciplines where course content is similar or equal to the content in university level courses. Grades are assigned point values based on whether or not the courses are weighted. Please note the reported grade remains an A, B, or C. Only the point value changes.

Class Rank and GPA

North High School computes, records and provides both weighted and unweighted grade point averages (GPA) beginning at the end of the first semester of ninth grade and class rank for all students beginning at the end of the second semester of ninth grade and all subsequent semesters. The GPA is the cumulative point value of all grades earned divided by the number of semester courses that count toward GPA. **Physical Education is included in the calculation of the GPA.** Driver Education, pass/fail courses, audit courses, and courses taken on campus but for college credit (i.e., Calculus 3 and Differential Equations) are not included in GPA calculations. The arrangement of students in order according to their academic performance as indicated by cumulative GPA is called class rank. Class rank and GPA are

reported on semester report cards and transcripts, are cumulative, and represent final semester grades. Please refer to the individual course descriptions in the Registration Guide for more specific information on weighted and unweighted status. Class rank and GPA should be used in conjunction with other academic performance indicators. No one measure fully describes a student. All measures of performance, chosen courses of study, GPA, class rank, talents, skills and work ethic, together represent an individual.

Honor Roll Students will be recognized on the honor rolls in District 99 **based on the GPA calculated for each quarter, not the cumulative GPA**. The three honor rolls are: 3.4 - 3.99, 4.0, and above and Straight A. In order to be eligible for honor roll, a student must be enrolled in a minimum of 2 1/2 credits each semester. The GPA, for the purpose of honor roll determination, also excludes Driver Education, pass/fail courses, audit courses and courses taken on campus but for college credit. To calculate the GPA for the purposes of honor roll recognition, simply add the number of points earned for each grade, and divide the sum of points by the number of qualifying courses.

EARLY GRADUATION

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

ARTICULATED CREDIT

Students may acquire College of DuPage credit for certain classes taken at North High School. Those courses that qualify are noted in the course descriptions included in the Registration Guide. Successful completion of a qualifying District 99 course does not mean that credit will be automatically articulated. Application must be made by the student within two years after graduation from high school through the College of DuPage Records Office, Student Resource Center (SRC), Room 2015. A \$5.00 recording fee is charged. A grade of "AC" is recorded on the college transcript for articulated courses. Credit earned through the Articulated Credit Program does not affect the student's grade point average at College of DuPage.

Through cooperative programs with area colleges, Technology Center of DuPage students also can earn articulated credit. Many courses qualify for credit at the College of DuPage and others allow students to earn credit at Lewis University, Triton Junior College, Kendall College, William Rainey Harper College, Johnson & Wales University and the Cooking & Hospitality Institute of Chicago.

AUDIT OF A CLASS

Occasionally, a student may find it beneficial to audit a class. Teacher approval is required before a student may enroll in a course on audit status. Any student

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

COURSE REPEATS

A student with appropriate counseling from the guidance counselor, classroom teacher, parents, and department chair may request to repeat a passed course in any area where mastery of skills at one level is needed in order to successfully proceed in a sequence. The practice of repeating a course applies to courses in which a student has earned a passing grade. When a student repeats a course, credit is earned from the first enrollment, but the student receives the grade from the course taken the second time. The grades from both enrollments appear on the student's transcript, with credit having been earned only once. Students repeating a course due to course failure will retain the failing grade on their transcript, and the failing grade will remain as part of the cumulative GPA. Repeated courses in which credit previously has been earned do not count toward the five (5) class minimum required under the Athletic and Activity Eligibility Guidelines.

INDEPENDENT STUDY

Independent Study is an alternative program intended to meet the needs of those students who have demonstrated a high degree of maturity and who possess the aptitude to pursue coursework with minimal student teacher contact. In this program, students may study under the supervision of a teacher and complete credit requirements without attending regular class sessions. Independent Study provides opportunities for academic enrichment beyond that which is offered in the published curriculum or accessibility to coursework that cannot be scheduled. A student may take only one Independent Study course during a semester. Any student interested in Independent Study should consult with the subject matter teacher and guidance counselor. Independent Study forms must be submitted within the first 3 weeks of the semester.

PASS/FAIL

Students may choose pass-fail options in Keyboarding/Formatting and all music courses. The following conditions will apply to a student seeking pass-fail grading:

- A student must declare in writing, accompanying parent's signature, his/her desire to be graded on a pass-fail basis no later than Monday of the fourth week of each semester, except in Keyboarding/Formatting, in which case the deadline is at the end of the sixth week. The deadline for students enrolled in Keyboarding/Formatting opposite lunch is the end of the first quarter. Otherwise, traditional grading procedures will be utilized.
- The pass-fail will be recorded on the student's report card at the first quarter and the semester as well as on the permanent record.

- Pass-fail option courses may be counted as credit for graduation but will not count in calculating GPA and class rank.
- A student who elects the pass-fail option is expected to meet the same course requirements and will be evaluated by the same procedures, as are other students.

SUMMER SCHOOL

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

TESTING AND ASSESSMENTS

Testing and assessment activities provide feedback regarding individual and group performance and interests. The results of the assessments can be used to identify need for program or curricular change, assistance in career education and course selection, direction for postsecondary pursuits, and information to governmental bodies such as the State of Illinois. The assessments in which all students participate are listed below.

Assessment is Administered:	Assessment & Information Provided:
Pre-High School	EXPLORE Incoming freshmen will take the EXPLORE test the fall of their 8 th year.
Freshman Year	PLAN The PLAN program from ACT helps students make the most of their remaining years in high school and guides them as they plan for their post graduation transition to further education and the workplace.
Sophomore Year	PRACTICE ACT & WORKKEYS These practice exams help students prepare for the PSAE (Prairie State Achievement Exam) and guide them as they plan for postsecondary education.
Junior Year	PSAE (Prairie State Achievement Examination) This state required assessment battery provides information about skills in the areas of reading, math, and reasoning The ACT test is included as part of the two day testing battery.

In addition to these assessments, other opportunities are provided to students upon advisement of counselors, parents, or teachers. Other assessments include the PSAT, SAT and others. Information regarding all assessments is available through the Counseling and Student Support Services Office.

WITHDRAWING FROM A SCHEDULED CLASS

Students are expected to remain in the courses for which they have registered for the entire school year. The school cautions all students to carefully consider any withdrawals. District 99 students are not considered fulltime students unless they are enrolled in a minimum of six (6) credited classes. **Drop requests will not be considered until 4 1/2 weeks into each semester**, which allows adequate time for the student to access assistance, time for the teacher to fully assess the student's capabilities and to fully understand the requirements of a student's entire schedule. A student may not be allowed to drop a course, if in doing so he or she would fall below the 6 credit class minimum requirement. The withdrawal procedure involves input from the student, counselor, teacher, department chair, parent and administrator. The withdrawal is not official until the withdrawal form has been processed and signed by all parties, including the bookstore, and returned to the counselor. Current withdrawal policies are these:

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

Grade Information: An explanation of the grading for each class will be presented in writing within the first two weeks of each course. The quarter grade is considered an interim evaluation based on overall achievement. Two nine week grades plus a final exam grade determine the semester grade. The general standard for computing the semester grade is 40% for the first nine weeks, 40% for the second nine weeks and 20% for the final examination. In some cases, cumulative point totals or some other system may be used. Plus or minus grades may be used to provide a more thorough description of performance for a given nine week period. Semester grades, however, will not be reported with pluses or minuses. Only the final semester grade is recorded on the student's permanent record.

Exam Exemption for Seniors

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

Make-up Work

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

Incompletes

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

Academic Letters

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

All Academic Team

Selection of the North High All Academic Team is completed in the student's senior year. Interested senior students must submit an application in the spring. Selection is based upon grade point average, SAT and/or ACT scores, involvement in co-curricular activities, community activities and a brief essay of approximately 200-300 words assigned with the letter inviting seniors to apply. The North High All Academic Team is announced at the Senior Honors Night.

Department Award Recipient

Each year individual departments select a senior student to be named that department's outstanding student. The student selected will have his/her picture displayed in our hall showcase for the following school year and his/her name placed on a permanent plaque.

National Honor Society

Each student eligible for membership is given a student activity information form to be completed and returned to the Student Activities Office. If the form

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

Top Academic Seniors

At the Senior Awards Night in May, seniors who have attained the highest cumulative grade point averages will be recognized for this outstanding scholastic achievement. Special acknowledgment will be given to the top two percent.

REGISTRATION & FEES

REGISTRATION

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

School Textbook Registration Fees

The District 99 Board of Education annually sets fees for book use and laboratory courses at North High School. All fees and past fines must be paid before a student begins classes for the year. Transfer students enrolling during the first semester will pay the full fee plus laboratory fees. A student entering at any time during the second semester will be assessed a fee amount of \$140 plus second semester lab fees. The fee for Behind the Wheel Driver Education is \$300 and is not refundable.

NOTIFICATION OF STUDENT FEE WAIVER FOR STUDENTS WHOSE PARENTS ARE UNABLE TO AFFORD THEM

The Board of Education shall waive all fees assessed by and payable directly to the District for designated instructional activities, including textbook fees, for students whose parents or legal guardians are unable to afford such fees. This includes those children eligible for free or reduced lunches or breakfasts under the Federal School Lunch Programs. A copy of the District's student fee waiver policy and the applicable rules and regulations, including information on the eligibility standards and the appeal procedure, will be included with each application.

Parents or guardians may apply for fee waivers at any time during the school year that they believe they meet the eligibility standards.

Student Fee Considerations

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

Transfer/Withdrawal Refunds

A student who transfers to another school before October 1 will receive \$140 refund of his/her \$210 registration fees and a refund of any semester 2 lab fees. A student who transfers to another school after October 1, but before 4th quarter begins, will receive \$50 of his/her \$210 registration fee. If the transfer occurs before the beginning of the second semester, second semester lab fees will be refunded. A student who transfers after the end of the 3rd quarter or who is a nontransfer student (no transfer of official records to another high school) leaving at any time during the year will not receive any refund. Students with unaccounted for text books, library materials, or athletic equipment upon leaving school will be responsible for replacement costs. Such costs may be deducted from any refund due the student. Such costs shall be paid before any subsequent registration for the school year.

Other Refunds

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

MEDICAL

Health Services

A certified school nurse is on duty from 7:40 a.m. to 3:40 p.m. daily. The school nurse, under the School Code of Illinois, works closely with all staff, utilizing the school health program to contribute significantly to the attainment of optimum health and safety so that the maximum educational potential of each student is reached.

Dismissal from School for Health Concerns/Illness/Accidents

Occasionally, a student may become ill during the school day or have some other health-related concern that would prompt a visit to Health Services. Students should not come to Health Services during passing periods; they must get a timed pass from their current classroom teacher. Except in emergency situations, students will not be admitted to Health Services without this pass. If the Nurse or other Health Office staff determines that a student needs to go home due to his/her health concern, a phone call will be made to the parent or guardian. The parent or guardian must give permission for the student to go home, and must designate to the Nurse or Health Services staff how the student will get home. Students will not be allowed to ride home during the school day with other students or currently enrolled siblings. The parent or guardian must make arrangements for the student to get home.

Physical Examinations, Student Immunizations, Emergency Cards

The School Code of Illinois requires that each student entering 9th grade must provide the school with a current physical examination and complete immunization record prior to beginning school in August. The State of Illinois Child Health Examination (R0105), two sided form, is the only acceptable physical examination record. Please note that all sections of the child health examination form must be completed including the full immunization record, a review of systems, diabetes screening with BMI and blood pressure. The form must include the signature of the physician, advanced practice nurse or physician's assistant who conducted the examination. The medical history portion must be completed and signed by a parent or guardian. If your son/daughter plans to participate in any of the athletic programs at Downers Grove North High School the physical examination must be completed after June 15th to ensure coverage for the full school year.

Students who have been identified in need of a Tetanus/Diphtheria (Td/Tdap) booster must be in compliance with this mandated immunization prior to the fee payment day in August. Any 9th grade student who has not provided the required physical and immunization record will be unable to obtain his/her student packets and schedules on fee payment day. The student will be excluded from attending school until the required physical examination record is provided to the Health Services office. Completed physicals and medication forms should be received by the school prior to packet pick-up day. Completed forms should be returned to Health Services, Downers Grove North High School 4436 Main Street Downers Grove, IL 60515 Fax: 630-795-8399. (Be sure to retain a copy of your child's physical examination record with immunizations dates for your personal records.)

If you have any questions, please contact Health Services at 630-795-8480.

Transfer Student Requirements

Students transferring from an Illinois school must bring a copy of their ninth grade physical and a complete and current immunization record with them to the registration appointment to be eligible for class registration. Students transferring from out-of-state or country must also bring their prior school health records to the registration appointment. Please note that physical and

immunization requirements vary from state to state. Upon review of your student's current health record, an updated physical and/or additional immunization(s) may be required prior to being school. Beginning January 1, 2008, Public Act 95671 of the Illinois School Code requires all students entering an Illinois public school for the first time to have a complete eye examination. This examination must be completed by a physician licensed to practice medicine or a licensed optometrist. Examination has to have taken place within the last year. The completed State of Illinois Eye examination Report form must be returned to the school by October 15th.

Health Concerns

It is the parent's responsibility to notify the nurse and counselor if his/her son or daughter experiences a mental, physical, or emotional condition which may limit his/her from full participation in a class and/or co-curricular activity. Parents should report such conditions, describe potential dangers, and specify the limitations caused by such conditions. If there are any questions, please do not hesitate to contact the Health Services Office at 630-795-8480.

COMMUNITY HIGH SCHOOL DISTRICT 99 GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

District 99 policy adheres to regulations for the administration of medication to students established by the State of Illinois Department of Health & Human Services. The regulations shall be substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and the State Board of Education.

The Community High School District 99 Board of Education acknowledges that the responsibility for administering medication to a student rests primarily with the student's parent(s) or guardian(s). Medication will be administered by district personnel during the school day only when absolutely necessary for the health and well being of the student and when failure to receive such physician prescribed medication during school hours would jeopardize the student's health and ability to attend school. This policy applies to both prescription and over the counter medications. If your child requires medication during the school day, a medication authorization form must be completed by the prescribing physician and the parent. Students are prohibited from carrying medications or keeping medications in their locker. Only students authorized to self-administer asthma medication or rescue epinephrine pursuant to the regulations on self administration of asthma medications in school, are permitted to carry those medications on their person. If medication is necessary, it should be brought to school in a container labeled by the pharmacist and accompanied by a "Medication Authorization Form" completed by the parent and physician. (Due to the potential for adverse side effects with any new medication, the initial dosage of a new medication should always be given at home.) A new medication authorization is required for each school year.

Medication authorization forms are available in the Health Services office or the website csd99.org (North Health Services).

SCHOOL PROCEDURES

Fire Alarm Procedures

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

Tornado Procedures

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

Lockdown

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

Bus Transportation

Bus transportation is provided by the Board of Education for students who live more than 1.5 miles from school. Bus schedules are available at registration. First Student provides this service. Communication regarding bus service should be directed to the Associate Principal's Office (795-8414). Specific bus routes operate morning and afternoon. Students enroute to or from school are considered in school and all school rules are in effect. Appropriate conduct is expected and infractions will be reported to the dean. Smoking or possession of tobacco is not allowed on the bus. The drivers are considered part of the school staff and students are expected to be respectful to them. Vandalism of bus seats and other property will result in financial assessment and disciplinary action. Students are expected to display I.D. cards with proper bus information when boarding buses. Failure to adhere to these rules will result in suspension of bus privileges, suspension from school, or both.

Parking

District 99 provides bus transportation for all students who meet the state guidelines. Limited automobile parking for senior students is available. Parking space is limited, parking permits cannot be guaranteed. Senior students who have a particular need to drive may complete an application for a parking permit. The cost for a parking permit is \$75.00 per semester. An application must be submitted for a student parking permit. Applications can be obtained from the Student Activities Office. Since bus transportation is provided to Technology Center of DuPage, students are not permitted to drive to

Technology Center of DuPage. The priority order for issuing parking permits will be:

Students eligible for busing and enrolled in the North High School Work Experience Program
Early Bird Class
Introduction to Teaching Program
Cosmetology Program, per semester
Special medical situations (by special request).
Senior lottery per semester (contingent on space remaining)
Temporary parking may be issued for medical or other emergency situations (case by case consideration)

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

Elevator Use

From time to time a student may, for medical reasons, need use of the school elevator. To use the elevator during the school year, a student should:

1. Provide a note from a parent to the nurse that includes the reason for elevator usage. Students needing use of the elevator for more than one day will need a note from their physician verifying need.

Students will receive an early dismissal approval from the nurse if necessary. This allows the student to leave class up to 5 minutes early to facilitate hallway passing.

2. Pick up a key in the Nurse's Office. Keys must be returned at end of approved period for elevator use. Failure to return the elevator key results in a \$25.00 fine.

When the fire alarm sounds, the elevator is NOT to be used. If the student is not able to use stairs, he/she should report to Room 200 if on the second floor, or Room 300 if on the 3rd floor.

Emergency Closing Information

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

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

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

Third, inquiries can be made locally to the following:

District 99 Web Page	www.csd99.org
Downers Grove Info Line.....	630-434-6800
Downers Grove Cable TV Station.....	Channel 21
School Switchboards	North High – 630-795-8400
.....	South High – 630-795-8500

SCHOOL POLICY

Title IX and Section 504 Rehabilitation Act of 1973

All students and parents of Community High School District 99 are advised that District 99 provides equal education opportunities to students regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to the provision of equal educational opportunities should be directed to the Associate Principal, Community High School District 99 North, 4436 Main Street, Downers Grove, Illinois 60515. Phone (630)795-8400.

Racial, Religious, and Sexual Bias Philosophical Position

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

1. It is the intent of this school to treat all students in ways which are free of racial, religious, or sexual bias in teaching, co-curricular programs, and in the provision of instructional materials.
2. Sexism is anything that limits a person’s role in life according to gender (other than reproduction). Often it takes the form of assigning girls and women to subordinate passive roles, limiting their participation in the areas most valued intellectually and economically in our society, and reinforcing dominant roles and activities outside the home for men and boys.
3. Racism is anything that assigns to people of inferior or limited role based on ethnic or national origin, race, religion, or skin color, with the assumption that these characteristics are related to a person’s capacities and behavior. The glorification of one race over others, or the consistent omission of certain races, is also racist.
4. Teachers are expected to refrain from imposing their own religious or nonreligious beliefs on others. The emphasizing of one set of religious beliefs over others, or the consistent omission of certain sets of religious beliefs, constitutes religious bias.
5. In teaching or instructional materials, problems of racism, religious bias, or sexism can occur when actions or achievements of selected races, religions, and one sex are omitted, when any race religion, or one sex is demeaned by using patronizing language, or when any one race, religious

preference, or one sex is shown in stereotyped roles with limited interest and abilities.

6. We must be sensitive to all text and art materials that generalize about people on the basis of irrelevant characteristics, such as physical appearance, monetary status, age, or special abilities.

7. All teachers should be alert to observe instances of sexism, racism, or religious bias in any instructional materials, utilized in Community High School District 99 North classrooms.

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

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

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

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

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

Sex Equity

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

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

Asbestos Notification

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

For more information contact:

Martin W. Schack
Asbestos Coordinator Designated Person
Director Physical Plant and Operations
Community High School District 99

Student Records

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

Temporary Records

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

Permanent Records

This information includes the student's name, address, birth date and place, gender, the names and addresses of the student's parent(s)/guardian(s), records of release of information, academic transcript (including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations), attendance records, accident reports, and health records, and scores received on the State assessment tests administered in grades 9-12.

Access to and Release of Records

The District shall grant access to student records as follows:

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

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

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

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

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

A school official has a legitimate educational interest if the official need to review an education records in order to fulfill his or her professional responsibility.

Students' records will be released to an official records custodian of another school in which the student has enrolled or intends to enroll upon request of the new school of the student provided that the parent receives prior written notice

(which may include newspaper publication) of the nature and substance of the information proposed to be released and an opportunity to inspect, copy, and/or challenge such records. Students records shall be released pursuant to a court order, provided that the parents are given prompt written notice of the nature and substance of the information proposed to be released pursuant to the court order and an opportunity to inspect, copy, and/or challenge the records.

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

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

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

Directory Information

The District may release certain directory information regarding students, except that parent(s)/guardian(s) have the right to prohibit the release of such

information concerning the parent's/guardian's child, Directory information shall be limited to: Name; Address; Gender; Grade level; Birth date and place; Parents'/guardians' names and addresses; Academic awards, degrees, and honors; Information in relation to school-sponsored activities, organizations, and athletics; Major field of study; and Period of attendance in school. Upon their request, military recruiters and institutions of higher learning shall have access to students' names, address, and telephone listings, unless an objection is made by an eligible student or the student's parent(s)/guardian(s). Parent(s)/guardian(s) and students have the right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without our prior written consent. **Parent(s)/guardian(s) or eligible students may prohibit the release of any of all directory information, included the student's names, addresses, and telephone listings as described above, by submitting a signed Release of Student Directory Information form to the school office.** This form need not be renewed annually, but may remain in effect throughout the student's career at District 99.

Challenge of Information

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

MAINTENANCE AND DESTRUCTION OF RECORDS

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

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

Special Education – students may have those temporary records which may continue to be of assistance transferred to their custody after five (5) years. Before any school student record is destroyed, students over 18 years of age and parent(s)/guardian(s) of students under 18 years of age shall have the right to a copy of any school student records proposed to be destroyed or deleted. All

school student records are destroyed in accordance with the requirements under the Local Records Act, FERPA, and ISSRA.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance, the securing of any information from a student's temporary records which such individual may obtain through the exercise of any right secured under State law.

Students over 18 years of age and parent(s)/guardian(s) of students under 18 years of age have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The names and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

PROTECTION OF STUDENT PRIVACY

Third Party Student Surveys and Questionnaires

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

Surveys Requesting Personal Information

No student shall be required as part of any District 99 program to submit a District 99 or third-party survey, analysis or evaluation that reveals the following information without prior written consent of the student's parent or guardian: Political affiliations or beliefs of the student or his/her parent or guardian; Mental or psychological problems of a student or his/her family; Behavior or attitudes about sex; Illegal, antisocial, self incriminating, or demeaning behavior;

Critical appraisals of other individuals with whom students have close family relationships; Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program) School staff shall not disclose the identity of any student who, upon written consent of the parent or guardian of the student, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable period of time following their request.

NOTICE TO PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school, because free transportation is not available for their children, may be

eligible to receive money from the state to help offset some of the cost; for example, bus fares, or mileage reimbursement for private automobiles at .505 cents per mile. If you can answer yes to the following questions for the 2009--2010 school year, you may be eligible to receive reimbursement for providing such transportation.

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

Was the pupil a fulltime student in grades kindergarten through 12?

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

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

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

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

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

If you answered yes to the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, 2010, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2010. In addition, parent(s)/guardian(s) who have pupils living less than 1 and 1/2 miles from the school attended must have already verified that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools' office for the county in which they live by February 1, 2010. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is approved, the parent/guardian must go to the school the pupil attended and submit claim information. Parents who received verification of a safety hazard during and after the 2006-2007 school year, whose children attend the same school, and live at the same address, do not have to reapply for safety hazard verification. Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

ATHLETICS/ACTIVITIES

COMMUNITY HIGH SCHOOL DISTRICT 99 ATHLETIC/ACTIVITY CODE

I. Purpose

District 99 considers athletics and activities to be very important components of the comprehensive high school program. These experiences greatly enhance a student's involvement with and enjoyment of his/her high school career, and contribute to a well-rounded and multifaceted individual. Important goals of the athletic and activity program are also to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for rules and regulations. It is the intent of District 99 coaches and sponsors of co-curricular activities to assist students in developing healthful habits and to facilitate access to support services when needed.

Participation in student athletics/activities is considered an extension of, although separate from, the regular school day. While the regular curricular program is a right afforded each student, participation in the cocurricular program is a privilege (see District 99 Board of Education Policy 7.31), and as such carries substantially increased expectations beyond those applicable in the daily classroom situation. The Athletic /Activity Code is established for young persons taking part in these programs.

By electing to participate in an athletic or activity program, the student is choosing to extend their school day, as well as the expectations for appropriate behavior and conduct. This code is considered to be in effect, at all places and times, 24 hours per day, 12 months per year. Annually, students participating in cocurricular activities will be required to sign a form agreeing to adhere to this code of conduct.

II . Minimal Expectations

- A. Daily attendance at school, team/activity practices, and contests.
- B. Students must be passing 2.5 units of credit to continue participation in school sponsored activities. A student who is not receiving passing grades in 2.5 units of credit on a weekly basis will be suspended from participation in all school sponsored activities for the subsequent seven (7) calendar days. Students in such situations may be expected to participate in practices. A student must earn 2.5 units of credit at the end of one semester to be eligible to participate in any school sponsored activity in the subsequent semester.
- C. Adherence to all other rules set forth by the coach or sponsor, in the Student/Parent Handbook, District 99 Athletic Handbook, and in the Illinois High School Association By-laws.
- D. Conduct becoming a District 99 representative, including demonstrating respect for persons and property.
- E. Refrain from "hazing" or "initiation" activities. These activities are subject to consequences noted within item A23 in the District 99 Discipline Code as well as Section III of this Athletic/Activity Code.
- F. Refrain from the possession, use or being under the influence of tobacco, performance enhancing substances, any illegal or controlled substance including alcohol, unlawful drugs, prescription drugs not prescribed for the

student, “lookalike drugs,” or any other substance not prescribed for the student and intended to be used, or used, to achieve a high or altered mental state or physical state.

G. Refrain from presence at gatherings of students where the student knows or reasonably should know that any of the substances identified in Section F above are present.

H. Attendance by parent/guardian and student, at least annually, at a school sponsored “Healthy Lifestyle” program prior to participation in extra-curricular activities/athletics. Parents are expected to attend all seasonal meetings that specific athletic or activity coaches or sponsors may schedule to discuss expectations of specific programs.

III. Procedures for Breach of Code

A. If a violation occurs in IIA or IIB, the coach or sponsor will determine the appropriate disciplinary action. In all cases, all relevant IHSA rules will apply. The requirement to be passing at least five (5) classes weekly is monitored by weekly, automatic teacher verification.

B. If a violation occurs in IIC, IID, IIE, IIF, or IIG, the building administrator responsible for Athletics or Activities may confer with relevant coaches or sponsors and other needed staff, to determine whether the violation occurred, the appropriate disciplinary action, if any, and/or assistance or intervention opportunity. The coach or sponsor of the activity in question serves to provide information only. In cases where the student participates in more than one sport or activity, respective sponsors or coaches may be consulted. For violations of IIF and IIG, the Student Assistance Coordinator will become involved. Both the parent/guardian and student will be invited to attend a meeting to respond to the reported violation and the proposed disciplinary action.

It should be noted that compliance with point IIIH noted previously is expected. Failure of parent/guardian and student to attend a Healthy Lifestyle session may result in suspension from the activity until satisfied.

C. When a student is involved in a general school disciplinary incident that requires action, a single decision will be made by the appropriate school authority. A violation at a particular point in time can potentially impact any/all activities or athletics for the current and/or next season. The consequences will be applied to both the athletics and activities in which the student is involved.

D. In certain circumstances, due to time constraints, a violation of the Athletic/Activity Code by a student may result in immediate action.

E. The steps involved to appeal disciplinary action after the building administrator responsible for Athletics or Activities has made his/her decision in such cases would be meeting with:

- a. Principal
- b. Superintendent (or designee)
- c. Board of Education (through designated hearing officer)

IV. Consequences for Breach of Code

A. The minimum penalty for the first violation for use or possession of tobacco, alcohol, or other substances (as noted in IIF) will be suspension from 25% of the contest/activity schedule. For the first offense only, if a student

undergoes a substance abuse evaluation at a recognized treatment facility, and follows through with the recommendations, the 25% penalty may be reduced to a 10% penalty. District 99 staff will be in contact with that facility regarding the follow through by the student.

B. For other violations these actions may take place:

Refer the student to the appropriate personnel for counseling. If an external intervention program is available that is relevant to the situation, participation in this program may be considered when assigning the penalty.

Issue a warning letter and place it on file.

Place the student on probation in the sport or activity.

Place the student on suspension in the sport or activity.

Suspension may carry over from one season to the next, or from one sport/activity to another, including in the same season.

If the violation occurs out of season, suspension shall begin with the next season in which the student participates.

If a school suspension results from a violation of the Student Athletic/Activity Code, penalties will run concurrently if reasonably possible. An athletic/activity suspension may run longer than the concurrent school suspension, the student may not participate in any sports or activities.

C. Subsequent, repeated, or severe violations of items outlined in Section II of the Athletic/Activity Code or the Student Discipline Code may result in the student being suspended from the activity for the current season or longer.

V. Voluntary Admission for Violations Under Section II, F

The purpose of this provision is to allow the student to seek help and be accountable for their decisions. At any time, the student may voluntarily admit a personal code violation prior to school officials' knowledge. In these cases, the student may continue uninterrupted eligibility when it is verified that enrollment in and continuing participation is taking place in a school recognized substance abuse program. The voluntary admission will be counted as one code offense. Voluntary admission may be used by a student one time during high school. All evaluations and treatments will be at parent/student expense. The consequences stated in IV, B above may also be applied.

ATHLETIC AND ACTIVITY GUIDELINES

As a result of education reform legislation in the Illinois State legislature, all schools in Illinois are required to adopt a policy regulating participation in co-curricular activities and athletics based on academic standing. District 99 and all other Illinois schools were required to implement the policy during the second semester of the 1998-99 school year.

Students participating in athletics and activities will be required to pass five credit subjects each week in order to maintain eligibility. Only courses for which credit is being earned count toward the five credits. Students must be enrolled in and passing five credit courses during the entire season to remain eligible. Eligibility status will be based on work completed as of Wednesday. Each Thursday, teachers will report a student whose status is "failing" or "near failing." Students declared ineligible will be notified on Friday that they will be

ineligible for the coming week. Coaches, sponsors, and the respective counselors will provide guidance and assistance to students to remediate this status.

ATHLETIC OFFICE

The Athletic Office is located in the northwest corner of the Purple Gym. This office plans and coordinates all interschool athletic competitions, takes registration for teams, checks athletic eligibility, checks IHSA rules, provides team transportation, and handles logistics for North High athletes.

ACTIVITIES/ATHLETICS HEALTH AND LIFESTYLE MISSION STATEMENT

A student who elects to participate in activities and athletics is voluntarily making a choice to lead a disciplined and healthy lifestyle. Downers Grove North High School programs are designed to help students discipline their minds and bodies. These are the reasons we stress good training habits and appropriate conduct. We are striving for excellence and do not want to compromise with mediocrity. When a student enlists in one or more programs, he/she makes a commitment and obligation to:

Abstain from the use of alcohol, tobacco, and drugs.

Demonstrate appropriate citizenship and respect toward others.

Develop awareness of the support systems available and to participate in those systems, when necessary

Team meetings will be held before first game/meet of the season. Please call the Athletic Office or check the website for further information and updates.

HEALTHY LIFESTYLE SESSIONS

All student athletes (all sports) and participants in activities listed below, as well as their parents/guardians, are required to attend a preseason meeting to solicit their commitment for the prevention of alcohol/drug use by students.

Participants in all other activities are invited, but not required, to attend.

Sponsors/coaches will present and discuss the District 99 Activity/Athletic Code as well as specific details on co curricular practices, activity schedules, performance expectations, and other pertinent issues.

Please call the Activity Office or Athletic Office if you have questions about this requirement.

Ms. Denise Kavanaugh, Athletic Director630-795-8417

Dr. Ken Sorensen, Assistant Principal630- 795-8413

CLUBS AND ORGANIZATIONS

(List of sponsors available in the Student Activities Office)

ACE (ATHLETES COMMITTED TO EXCELLENCE)

ACE is an organization made up of student athlete leaders who are committed to supporting alcohol and drug free lifestyle choices. This organization is designed to promote and develop leadership within our school and community.

ARCHITECTURE CLUB

North High's Architecture Club was established to acquaint students with the profession of architecture through biweekly meetings, field trips and activities related to architecture. Students will research colleges offering engineering and architecture programs. Humanitarian projects related to the Habitat for Humanity organization are included in the club's activities.

ARTWORKS

North High's Art Club meets bimonthly to learn a variety of crafts. Activities include field trips to art galleries and craft shows. Membership is open to all North High students.

AUDITORIUM CREW TECHNICIANS

Auditorium Crew Technicians is composed of students who are responsible for the lighting, sound and stage management for productions in the Clarence Johnson Auditorium. Any interested student may join the Auditorium Crew.

BOOK CLUB/FUTURE TEACHERS OF AMERICA

The Book Club is affiliated with "Read Across America," a national organization that promotes recreational reading to all age groups. North High is proud to work with elementary schools in our area to promote reading. Students prepare lessons and presentations to their reading groups. Many of the students plan on becoming teachers. This group is not just limited to future teachers but to life long readers and learners.

CABLE 99

Students prepare, produce and air cable programming including live sports telecasts, theater, news, and a game show originating from the North High TV Studio and viewed on local Cable Channel 29. Students also have opportunities to produce professional programs for paid contracts.

CAULDRON

The yearbook tries to record all of the exciting events of the school year. The staff meets daily. They schedule photos, design layouts, write copy, type copy and complete all other tasks of book publication. Sophomores, juniors and seniors with above average grades and writing or photography talent are encouraged to apply for staff positions. The Cauldron may be purchased separately or as part of the publications packet.

CHESS TEAM

Chess Team is open to members interested in interschool competition or recreational play. The team gives new players a chance to learn fundamentals and advanced players a chance to improve skills. Matches are played with West Suburban Conference schools and tournaments are attended statewide. The Chess Team also attends the IHSA State Team Chess Tournament and the State Individual Chess Tournament.

CLASS BOARDS

Students organize and implement class activities which are Homecoming, Spirit Week and concession stands at football games. They also fund raise to offset prom and graduation expenses. Senior board organizes prom and graduation activities. All members have an active role and say in voicing concerns through class board.

COLOR GUARD

Color guard is a flag team composed of members from the Marching Band. The students perform routines at community events, school assemblies and home football games. Band members interested in performing flag routines tryout in February.

COMPUTER GAMING CLUB

Computer Gaming Club members meet every week to discuss, play and review computer games appropriate for the school environment. This club is open to all students interested in gaming.

DANCE/ORCHESTRAS

This is a coed dance club. The students perform a new and creative routine at community events, school related events and assemblies.

DANCE/LATIN

This is a coed dance club. The students perform a new and creative routine at community events, school related events and assemblies.

DANCE/STEPPERS

Imani is a coed dance club that specializes in a form of dance known as stepping. Step is a rhythmic combination of clapping and stomping that often tells a story or portrays a mood or theme. This group practices twice a week and competes once a year at the west suburban steppers competition. Participants may join for one or all of the three seasons: fall, winter, and spring.

DIRECT ACTION

Direct Action is a service based club involved in making a difference in the community. Students are involved in projects such as recycling cardboard, collecting food for the needy, working with the Humanitarian Service Project, walking for food through CROP, helping the homeless, visiting the elderly, doing household (outdoor) chores for shut-ins, and raising money to send a cerebral palsy youngster to summer camp.

DRAMA CLUB/MASQUE & GAVEL/THESPIAN

Membership in the Drama Club is open to all students. Members work on or perform in the many dramatic productions at North High. Club members also attend theater productions at high school, community and professional levels. Drama Club members learn to appreciate theater in all forms whether they choose acting, technical or managerial duties. Students who fulfill 100 hours of theater experience in two of those three areas are inducted into the International Thespian Society. The Thespians at North High are Troupe 1856.

GOVERNMENT CLUB

The Government Club is an organization for students interested in learning more about the workings/power of the government, the role of the individual in the political process, and the relationship between nations. Students will investigate and discuss such things as human rights abuses, the impact of lobbyists, and the breakdown of governments and governmental institutions throughout much of the world.

HOMEcomings STEERING COMMITTEE

Homecoming Steering Committee is a fall activity that revolves around the Homecoming Week. The committee consists of an assembly committee, a dance committee, a parade/elections committee, and a publicity committee.

HUMANITARIAN CLUB

This service organization works with other area high schools and is connected to state, national and international organizations.

MATH TEAM

The math buffs of the school meet to sharpen their skills and to explore math concepts in depth. Members practice for and participate in contests on the national, state and conference level.

NATIONAL HONOR SOCIETY

Membership is open to qualified juniors and seniors who meet the scholarship grade point requirement of 3.5, Leadership, Service and Character guidelines established by National Honor Society. A faculty committee reviews students' applications and students are inducted upon completion of the service requirement.

NORTHWIND

Published once a year by students interested in creative writing, Northwind offers students the opportunity to publish their prose and poetry and to read the creative work of their peers. Northwind is sold as part of the publications package.

OMEGA

The student newspaper is produced by members of the Journalism I and II classes and other interested students. Partially funded by student activity tickets, the paper is free to publication package holders and available to others at a small fee for each issue.

OPERATION SNOWBALL

Operation Snowball is a community sponsored leadership program that uses group experiences and instruction to help teens deal with the issues of adolescent life. It follows the framework of a prevention program operated for and by teens, with adult support. Operation Snowball's purpose is to bring together teenagers and experts to share information and to develop positive attitudes toward life through an informal, social experience.

OUTDOOR/ENVIRONMENTAL CLUB

This lively group offers opportunity to become acquainted with outdoor living techniques and skills through organized camping, backpacking, rock climbing, caving and cross country skiing. Members develop a sense of environmental awareness, involvement and responsibilities both as individuals and as members of a group in a variety of activities, one being the recycling program.

PRISM

PRISM is a club designed to make students at North aware of social issues and to promote tolerance and understanding regarding alternate ways of life/lifestyles. A major goal of the club is to make the school community aware of the diversity within the school and offer students a club with a safe and open environment.

S.A.D.D. (STUDENTS AGAINST DESTRUCTIVE DECISIONS)

Students involved in S.A.D.D. try to make students and parents more aware of the problems of drinking and driving.

SCHOLASTIC BOWL

The Scholastic Bowl Team competes in the area of academics. Team members compete in mathematics, social studies, literature, science and fine arts. Matches are set up with the different schools throughout the state.

SCIENCE CLUB

Science Club members visit neighboring grade schools and teach science concepts to the students. Science concepts are practiced during meetings. Science shows and presentations are also discussed.

SKI CLUB

Instruction for the novice skier, trips to nearby downhill ski areas in Wisconsin, and a weekend trip to Michigan open the world of skis and snow to North High students.

SPEECH TEAM INDIVIDUAL EVENTS

Individual Events acquaint the students with various forms of speech activity ranging from poetry reading and duet acting to extemporaneous speaking and original comedy. With the help of the coach, the student learns to select, cut, rehearse, and perform material for interscholastic contests. Forensics students deepen their appreciation of literature and drama, while they practice their skills competing across the state, earning both personal and team recognition at individual and IHSA sanctioned tournaments. Students who participate may also qualify for the National Forensics League, an honorary organization.

STUDENT COUNCIL

Student Council is made up of energetic and enthusiastic students who have a strong interest in their school. Members represent the student body in issues of concern to students. Council is also responsible for creating fun activities,

working in the community, and involving the student body. Interested students should contact their counselor.

WDGC RADIO CLUB

This organization consists of students interested in broadcast communications. The students operate the on-air 250 watt stereo radio station daily throughout the year. Students do everything from DJing to fund raising and promotions to equipment repair and engineering.

WORLD LANGUAGES CLUB

World Languages Club functions as a service organization for the World Language classes. Students support the various language festivals such as Oktoberfest, Mardi Gras and Cinco de Mayo, as well as World Language Week and World Language Honor Societies through fundraising and hands on activities like planning and decorating.

ATTENDANCE POLICY FOR STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES

It shall be the policy of North High School that student participation in any co-curricular activity (athletics, music, drama, speech, chess, math, scholastic bowl, cheer leading, color guard, etc.) requires a student be present in school all day the day of the cocurricular event.

Students participating in cocurricular activities should not schedule routine doctor/dentist appointments or college visits on the day of a cocurricular performance.

Any requests for an exemption from this policy will be approved by the Assistant Principal for Activities or the Athletic Director.

INTERSCHOLASTIC ATHLETICS AVAILABLE

As a member of the West Suburban Conference, North High competes with it sister schools. Competition is governed by IHSA rules. Levels may change based on enrollment. The following sports are offered:

Athenas	Girls	Varsity, Jr. Varsity
Badminton	Girls	Varsity, Jr. Varsity, Freshman
Baseball	Boys	Varsity, Sophomore, Freshman
Basketball	Boys	Varsity, Jr. Varsity, Sophomore, Freshman A, Freshman B
Basketball	Girls	Varsity, Jr. Varsity, Sophomore, Freshman A, Freshman B
Bowling	Girls	Varsity, Jr. Varsity
Cheerleading		Varsity, Sophomore
Cross Country	Boys	Varsity, Jr. Varsity, Sophomore, Freshman
Cross Country	Girls	Varsity, Jr. Varsity, Sophomore, Freshman
Football	Boys	Varsity, Jr. Varsity, Sophomore, Freshman A, Freshman B

Golf	Boys	Varsity, Freshman, Sophomore
Golf	Girls	Varsity
Gymnastics	Boys	Varsity, Sophomore, Freshman
Gymnastics	Girls	Varsity, Jr. Varsity I, Jr. Varsity II, Freshman
Soccer	Boys	Varsity, Jr. Varsity, Sophomore, Freshman
Soccer	Girls	Varsity, Jr. Varsity, Sophomore, Freshman
Swimming/Diving	Boys	Varsity, Sophomore, Freshman
Swimming/Diving	Girls	Varsity, Sophomore, Freshman
Tennis	Boys	Varsity, Sophomore, Freshman
Tennis	Girls	Varsity, Sophomore, Freshman
Track & Field	Boys	(indoor & outdoor) Varsity, Sophomore, Freshman
Track & Field	Girls	(indoor & outdoor) Varsity, Sophomore, Freshman
Volleyball	Girls	Varsity, Sophomore, Freshman A, Freshman B
Volleyball	Boys	Varsity, Jr. Varsity, Freshman A, Freshman B
Wrestling		Varsity, Jr. Varsity I, Jr. Varsity II, Freshman

Home Game Sites

Boys'/Girls' Cross Country Meets are held at Green Valley Forest Preserve – Greene Street (off of Hobson Ave.)

Boys'/Girls' Golf – Downers Grove Park District Golf Club – Haddow Ave.

Boys' Soccer Freshman competes at Whitlock Park – Fairview Ave.

Tennis competes at Courts North of High School – Main St.

Girls' Bowling – Fox Bowl in Wheaton on Butterfield Rd.

Freshman Baseball competes at Memorial Park – 55th St.

Sophomore/Varsity Baseball competes at Legion Field Saratoga Ave.

Freshman Softball competes at East Field – Main St.

JV/Varsity Softball competes at Doerhofer Park – Venard Rd.

Freshman Soccer competes at Whitlock Park or McCullom Park

All Other Sports compete on North High's Campus

The Athletic Entrance to all indoor athletic events is Prince Street.

ATTENDANCE

Student Attendance

Daily attendance is one of the most important factors affecting school achievement. Research indicates that student attendance is highly correlated with success in school. Time missed from the classroom, where students and teachers interact can never truly be made up, even by doing “makeup” work.

District 99 has developed the following attendance policies and procedures to emphasize the necessity for students to be in attendance at school where they

can maximize their learning opportunities. Ensuring regular school attendance requires a cooperative effort by the parent(s) or guardian(s) and school personnel.

District 99 attendance policies and procedures have the following goals:

Improve overall student attendance;

Maximize student academic success through policies/procedures that encourage daily attendance in the district;

Encourage a cooperative effort between families and the school in order to maximize student attendance;

Uphold/enforce the Illinois School Code regarding attendance; and

Place accountability for attendance with the student and the parents.

Specific Attendance Procedures

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

Excused absences:

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

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

Unexcused absences: An absence without valid cause, class cut, or an absence without a telephone call to the attendance office verifying the absence will be considered unexcused. Students shall not receive credit for make up work following an unexcused absence. Disciplinary consequences may be assigned for an unexcused absence and a student may also be issued a Downers Grove Truancy Ticket by the Downers Grove Police Department.

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

- Oversleeping

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

Procedure for excusing student absences:

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

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

Excused Absences	Unexcused Absences
3 rd – A letter will be sent home.	3 rd – A letter will be send and the teacher will call. A teacher detention may be assigned
6 th – A letter will be sent home.	6 th – A letter will be send and the dean will call. A Saturday detention will be assigned.
Cumulative Absences – Excused and Unexcused	
9 th – The counselor will call home on all 9 th absences. A Saturday detention and truancy ticket will be issued if unexcused.	
12 th – A conference with school personnel, the student, and the family will be requested to review the situation and determine further steps. These might include an attendance contract, a schedule change, a class drop, a truancy referral or disciplinary consequences.	

Pre-Arranged Absences and Leaving School During the School Day

Doctor’s appointments and planned absences must be reported at least one week in advance. Requests for planned absences of 4 days or more must be submitted for approval, using the “Planned Absence Request” forms available in the Attendance Office. Parents are encouraged to make medical and dental appointments outside the school day. Students are expected to remain on campus throughout the school day. To leave school before the completion of

the school day, students must have parent permission, which must be communicated to the Attendance Office. Students must sign out in the Attendance Office and will be issued a Permit to Leave. Upon return, students must report to the Attendance Office, sign in, and receive a pass to class. If the student leaves school before the end of the school day without a parent's permission AND a Permit to Leave, the student will be subject to disciplinary action. Students whose parent(s) do not call on the date of the absence must report to the Attendance Office to obtain an "Admit to Class."

Tardy Policy

Students who arrive late to class without a pass or admit will be considered tardy.

Tardies to period 1/Arriving Late to School During the first 10 minutes of first period students will be allowed to enter classes without a pass from the office. Teachers will record tardies and issue detentions according to the following schedule:

Tardies 1 & 2 = teacher records tardy, notifies student of first or second tardy

Tardy 3 = teacher issues detention

Tardy 4 = teacher issues detention

Tardy 5 = teacher writes deans' referral (leads to 4 hours of detention)

Additional tardies = teacher writes deans' referral

After 8:10 a.m. students should go directly to the Attendance Office to receive a pass to class or to see a Dean. When a student knows they will be late to school, they should have parents call the attendance office indicating the reason for the late arrival and a phone number where parents can be reached to verify the tardy. Parents should be aware of the late arrival prior to the student arriving at school for the tardy to be excused. Students will be allowed three (3) excused tardies to school per semester before detentions may be issued.

Any student who arrives late to school without a validated, excusable reason will be issued detention(s) based on the frequency of the occurrence.

Tardies to Periods 2-8

During the first 3 minutes of periods 2-8 students will be allowed to enter classes without a pass from the office. Teachers will record tardies and issue detentions according to the following schedule:

Tardy 1 = warning

Tardy 2 = detention

Tardy 3 = detention

Tardy 4 = detention

Tardy 5 = referral to Dean (4 hour detention) After the first 3 minutes of periods 2-8 students should proceed to the attendance office to see a Dean.

Late Arrivals

Students arriving to school more than ten (10) minutes late should go directly to the Attendance Office to receive a pass to class or to see a dean. Whenever possible, parents/guardians should call the Attendance Office before a late student arrives at school.

DISCIPLINE

The School Campus for Purpose of Disciplinary Action

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

Chronic Violations of the North High Discipline Code

Students are expected to comply with the behavior guidelines that are clearly articulated in the Discipline Procedures section of this handbook/planner. Chronic or repeated violations of these expectations will be dealt with through a progressive form of consequences that will take into account the frequency and severity of the violation.

Students will be allowed 20 hours of Deans' Detention in any one semester. Every offense calling for a Deans' Detention thereafter will be considered serious and lead to one of the following consequences:

- 1) Out of School Suspension;
- 2) Probationary Contract;
- 3) Recommendation for Expulsion

Any student who exceeds the 20 hour limit during the first semester will be placed on a behavior contract and allowed only a maximum of 10 hours of Deans' Detention during the second semester.

DISCIPLINE PROCEDURES/PROGRESSIVE DISCIPLINE **ALL CHANGES FOR 09-10 UNDERLINED AND BOLDED**

I. STUDENT DISCIPLINE POLICY

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

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive way. Serious violations of the discipline code will be dealt with by the dean. Disciplinary action may range from a warning, detention, Saturday detention, suspension from school, and expulsion from school. Arrest by the Downers Grove Police or other law enforcement agency may also take place. Progressive discipline will usually be administered when a student repeatedly violates school expectations. (See Section III.) Expulsion by the District 99 School Board may be considered a viable option in maintaining student discipline. Parents are informed of major or serious disciplinary action, as well as the procedure for due process appeals. As referenced in Board of Education Policy 7.190, the following discipline

procedures apply to behavior which occurs on school grounds, at school-sponsored activities, in connection with student transportation, on public or private property adjacent to school grounds as identified by the Superintendent or the building Principal as property on which student activities have a reasonable relationship to school or at any place where the misconduct has a reasonable relationship to school.

It is the intent of these discipline procedures to articulate clearly the expectations for student behavior in District 99 high schools. In general, students are expected to comply with the following responsibilities and expectations. In addition, the principal has the authority to establish additional rules and regulations at their discretion in order to maintain a safe learning environment. Also, the disciplinary consequences set forth in this Code are guidelines only and more or less severe action may be taken by school officials or the Board of Education where appropriate.

II. SPECIFIC ROLES OF SCHOOL STAFF REGARDING DISCIPLINE:

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

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

SCHOOL RESOURCE OFFICERS: Police officers from the Villages of Downers Grove and/or Woodridge are assigned to our high schools to promote personal relationships between law enforcement personnel and the youth of our community. They are certified juvenile officers, and they work in our schools in a plainclothes fashion in several roles: as a law enforcement officer, a law related counselor, and a law related teacher, as well as the maintenance of safety and discipline in the schools. They work under the same standards as school personnel. They may search students if reasonable suspicion exists and interview them when needed.

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

III. GENERAL EXPECTATIONS FOR STUDENT BEHAVIOR

- A. Maintain regular daily attendance.
- B. Be on time to all classes.
- C. Conduct yourself in a manner which reflects courtesy, decency, and sensitivity to the rights and needs of others.
- D. Refrain from loud noises or conversations that are disruptive to the educational environment of our building.

- E. Respond courteously and promptly to instructions provided by faculty and staff.
- F. Help keep our school clean. All food and/or beverage containers must be thrown away in appropriate receptacles.
- G. No consumption of food or beverage in the halls.
- H. Follow school regulations and procedures. If you have questions ask a staff member for assistance.
- I. Students shall vacate the building by 3:45 p.m. unless participating in a school sponsored activity or meeting an appointment for school related purposes.
- J. No running; pushing, shoving, or other horseplay.
- K. Students must carry their student identification cards at all times.
- L. Students must sign out in the attendance/deans office prior to leaving school for any reason during the school day.

IV. SPECIFIC EXPECTATIONS FOR STUDENT BEHAVIOR

A. DRESS GUIDELINES (see A28)

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

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

1. Extreme clothing is distracting to the educational process.
2. SAFETY MUST BE A CONCERN - ALL-METAL BELTS OR METAL CHAINS ARE NOT ALLOWED ON SCHOOL PREMISES.
3. Modesty is always appropriate. Students are to wear garments with appropriate coverage shoulder to mid-thigh. For example, EXPOSED UNDERWEAR, EXPOSED MIDRIFTS, **LOW CUT TOPS**, TUBE TOPS, SPAGHETTI STRAPS, LOOSE FITTING TANK TOPS, ONE-SHOULDER TOPS OR HALTER-TOPS, **SAGGING PANTS, AND EXPOSED UNDERGARMENTS**, are considered inappropriate.
4. Clothing should not bear symbols or insignias of unacceptable items; INCLUDING BUT NOT LIMITED TO WEAPONS, GANG SYMBOLS, ALCOHOL, DRUGS, CIGARETTES, VULGAR LANGUAGE, SEXUAL INNUENDOES, OR OTHER SYMBOLS OR MESSAGES THAT CONTRADICT THE EDUCATIONAL MISSION OF THE DISTRICT OR VIOLATE THE RIGHTS OF OTHERS. There may be no reference to cults, satanic groups, or gangs, INCLUDING, BUT NOT LIMITED TO ITEMS WORN ON ONE SIDE OF THE BODY, BANDANNAS, HEAD COVERINGS, MISMATCHED SHOELACES, SHAVED EYEBROWS, OR SCARVES.
5. Specialized areas may require special safety and/or health protection, e.g. no jewelry in physical education class.
6. Hats, sunglasses, **gloves**, and outerwear coats are not considered appropriate for wearing within the school building. **EXCEPT DURING SPORTING EVENTS**, HATS, OTHER HEAD COVERINGS AND OUTERWEAR COATS ARE TO BE REMOVED UPON ENTERING THE BUILDING AND PLACED IN THE LOCKER DURING THE **SCHOOL**

DAY. Students who must cover their head or observe other dress requirements as part of their religious observance may be exempt from this requirement.

7. Jewelry: District 99 maintains the right to limit the wearing of jewelry when students are engaged in activities in which jewelry may pose a danger or distraction. Teachers may require students to remove watches, necklaces, hooped jewelry, and any form of dangling jewelry when students are engaged in learning activities in which jewelry poses an inherent danger, distraction or safety risk to either the student wearing the jewelry or to other students in the class. Such learning activities typically occur in physical education, industrial technology, science, and art classes although this provision may be applicable from time to time in other classes and school situations.

In all physical education classes in which students are dressed for physical education, all jewelry described in the above paragraph must be removed.

If in the teacher's judgment the use of jewelry described above or student jewelry poses an inherent danger, the teacher may require that the student remove the jewelry.

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

B. FIGHTING

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

All students are cautioned to conduct themselves in their relations with fellow students so that such relationships do not result in a fight. If you are approached by another student who threatens you and wants to fight, simply tell the nearest teacher or go directly to the Student Personnel Office/Dean's Office.

DO NOT INVOLVE YOURSELF IN A FIGHT; YOU WILL BE SUSPENDED, ARRESTED, AND POSSIBLY EXPELLED FROM SCHOOL IF YOU DO.

C. SMOKING/USE OR POSSESSION OF TOBACCO

Smoking or possession of tobacco is not permitted on school grounds by state code. Students are not permitted to possess or use tobacco anywhere in the school building, on the school grounds, or at any school-sponsored functions. This includes students who leave campus for the purpose of smoking and then return to campus. Violation of this rule will result in disciplinary action (see B2).

Students also are not allowed to possess or use tobacco at activities such as athletic events, plays, dances, and other social gatherings. The possession or use of tobacco by students is also forbidden on field trips and activities sponsored by other schools in which students participate officially. In addition, use or possession of tobacco by a minor is a violation of Downers Grove Village ordinance, and will be dealt with accordingly.

D. ALCOHOL AND OTHER DRUGS

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

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

USE OF BREATHALYZERS: The deans in District 99, along with the School Resource Officers have been trained in the use of Breathalyzers (Preliminary Breath Test, P.B.T.) to determine if a student is under the influence of alcohol on campus or at student related events. Parents and student are advised that Breathalyzers (P.B.T.) may be used on campus and at any school related event by the police or deans when they have a reasonable suspicion that a student has been using alcohol. This assessment will be done in a private area away from groups of students, and is voluntary on the student's part.

E. SEXUAL HARASSMENT

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

1. Uninvited **sexually** oriented verbal "kidding," or demeaning sexual innuendoes, leers, gestures, exposing oneself, teasing, jokes, and remarks or questions of a sexual nature.
2. Unwelcome touching, such as patting, pinching, or brushing against another student; or
3. Suggesting or demanding unwelcome sexual involvement whether or not accompanied by implied or explicit threats.

F. TELECOMMUNICATION DEVICES (CELL PHONES, PAGERS, and PDA's)

District 99 prohibits the use or display of **telecommunications devices, portable music players, personal digital assistants, and cameras during the school day except in instances where they are used for legitimate school related activities at the direction of or under the supervision of District 99 staff.** Other use or display prior to dismissal from school will result in disciplinary action (see Item A30). All liability for loss or theft rests with the student. **Using cellular telephone cameras, personal digital assistants (PDA's) or any other electronic or photographic devices to take or transmit pictures during the school day without school authorization is also prohibited.**

G. SKATEBOARDS/ROLLER BLADES/SCOOTERS

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

H. LIGHTERS AND MATCHES

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

I. GANGS/CULTS/UNAUTHORIZED CLUBS OR SOCIETIES

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

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

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, or other item which is evidence of membership in a gang, cult, unauthorized club, or secret society; **including, but not limited to items worn on one side of the body, bandannas, head coverings, mismatched shoelaces, shaved eyebrows, or scarves,**
- Committing any act or using speech that shows membership or affiliation in a gang, cult, unauthorized club, or secret society;

- Using any speech or committing any act in furtherance of the interests of any gang or gangs activity, including, but not limited to:
 - requesting any person to pay protection or otherwise intimidating or threatening any person,
 - committing any other illegal act or other violation of school district policy,
 - acting or inciting other students to act with physical violence upon any other persons or property, or,
 - causing graffiti to be exhibited on school property and/or personal property (e.g. notebooks), including graffiti intending to denote gang members' territory.

J. USE OF TECHNOLOGY

Section 1. User Conduct

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

Section 2. No Expectation of Privacy

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

Section 3. User's Responsibilities

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

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

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

- Users understand that District 99 technology exists solely for the purpose of supporting teaching and learning, and its use must be consistent with the mission and goals of the District. All unrelated, questionable or inappropriate usage, whether expressly identified in this document or not, will be investigated and may be subject to disciplinary action. Illegal activities involving use of District technology will result in referral to District and/or law enforcement authorities.

General Technology Usage

While using District 99 technology, users will:

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

information, or funning programs/accessing Internet sites that cause undue stress on the network, as determined by the District.

- Understand that all electronic information stored on District 99 technology resources is property of the District and is not private. Users will further understand that all electronic information is subject to review by authorized personnel, and any information relating to illegal activities will result in referral to District and law enforcement authorities.

Internet

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

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

Electronic Communication

While using District 99 technology for communication, users will:

- Use appropriate language and avoid offensive, abusive, obscene or inflammatory speech.
- Not harass, intimidate, or threaten others.
- Not attach or forward images or other files with content inappropriate for an educational setting.
- Communicate only with known parties.
- Not reveal personal information (address, phone number, etc.), or that of other students or colleagues, without their express permission.
- Not mask, alter or hide their identity, use another person's account, or otherwise misrepresent who they are.
- Only use authorized District-issued electronic mail accounts for all electronic correspondence initiated by or conducted with students.
- Treat all email communications as a direct reflection and representation of District 99, as we are clearly identified as the sending institution.
- Immediately report any suspicious or inappropriate electronic messages to a supervising staff member and building technology administration.
- Refrain from opening emails from unknown or suspicious sources. Such emails and their attachments are the primary source of computer viruses and should be treated with utmost caution.
- Not open an email attachment unless they are certain of the sender's identity and exact nature and quality of the attachment.
- Refrain from using chat rooms or other forms of direct electronic communication, unless said use is sponsored and granted by the District.
- Understand that all email is property of the District and is not private. All District email messages may be monitored and are subject to review by authorized personnel. Messages relating to illegal activities will result in referral to District and law enforcement authorities.
- Not read, delete, modify or copy the email of another user.
- Not send bulk and/or unsolicited email (SPAM).

Security

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

Users will:

- Not attempt to gain unauthorized access to any system resources, another user's account or information, or anything outside of what their own user account provides them access to.
- Not attempt to circumvent computer security, mask identity, discover passwords, spread viruses, divulge or alter network information, remote control devices, or any such activity that is clearly outside the framework of reasonable use for teaching and learning.
- Not use another user's account or login without their express permission.
- Only access, move, copy, modify or delete their own data files, and not those of other users.
- Keep their login and password private at all times.

- Immediately report any actual or suspected security violations to a supervising staff member and building technology administration. Users will refrain from telling anyone else about a security problem they discovered, both before and after they have reported it to a supervising staff member and building technology administration.
- Not enter restricted areas such as server rooms and wiring closets, without express permission of building technology administration.
- Immediately report any suspected breach of their password or account information to a supervising staff member and building technology administration.

Section 4. District's Responsibilities

District 99 will strive to provide equitable opportunities for the use of technology. The District reserves the right to log and monitor technology use, to restrict file space utilization by users, and to examine user files and materials as needed. District 99 reserves the right to deny individual users access to specific technologies as a consequence of misuse.

District 99

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

Section 5. Disciplinary Action

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

Minimum Action:

- Staff/user conference or reprimand.

Additional Actions as Deemed Appropriate:

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

K. ACADEMIC HONESTY

1. Philosophy

The District 99 community believes that the basis of all learning starts with a firm conviction in the value of integrity. Dishonest behavior is a detriment to all educational goals. Academic dishonesty disgraces the students involved, their families, and their community. Such behavior will not be tolerated.

2. Responsibilities

Student The student is the person most responsible for his/her own education. Under no circumstances should a student claim ownership for any work in part or whole that is not the student's own. Unauthorized sharing of one's work will not be tolerated.

Parents As partners in the education process, parents must teach and support the ethical value of honesty. It is the parents' responsibility to share in the enforcement of the school's academic honesty policy.

Teachers Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty. Teachers have an educational responsibility to clarify general and specific academic honesty expectations.

3. Definitions

Cheating occurs when a student obtains or assists others in obtaining credit for work that is not his/her own.

Plagiarism is the act of appropriating the ideas, language or work of another, and passing them off as one's own product.

Examples of cheating and/or plagiarism include, but are not limited to, the following:

1. Copying from another student's test or helping another student during a test.
2. Providing or accepting information regarding specific test content.
3. Submitting another person's work as one's own.
4. Stealing copies of tests or answer keys.
5. Copying another student's homework, test, quiz, project, book report, assignment, or take home test.
6. Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment, or take home test.
7. Presenting materials taken from sources, such as books, periodicals, newspapers, or the Internet without appropriate documentation.
8. Changing answers on a test, assignment, or project after grading.

9. Changing grades in a grade book or altering a computer grading program.
10. Using programmable calculators in a manner not specified by the teacher.
11. Using cellular telephone cameras, personal digital assistants (PDA's) or any other electronic or photographic devices to reproduce and/or transmit a test, assessment instrument or other confidential information without school authorization.

If a student or parent has a concern about whether a particular behavior is ethical, he or she should discuss the behavior with the teacher prior to taking such action.

Cooperative Learning is a recognized and beneficial instructional practice.

When this practice is acceptable to the teacher, the teacher's expectations must be clearly explained. If not clearly approved, the copying of academic work will be considered cheating.

4. Consequences of Academic Dishonesty (See A27)

FIRST OFFENSE IN HIGH SCHOOL CAREER:

- No academic credit for educational product
- Immediate parent contact by teacher
- Notification by teacher to counselor and dean
- A severe or broad scale incident of academic dishonesty may result in a suspension or expulsion.

SECOND OFFENSE IN HIGH SCHOOL CAREER:

- No academic credit for educational product
- Notification by teacher to counselor and dean
- Notification of student status to student's other teachers by counselor
- A severe or broad scale incident of academic dishonesty may result in a suspension or expulsion.

THIRD AND SUBSEQUENT OFFENSE(S) IN HIGH SCHOOL CAREER:

- No academic credit for educational product
- Notification by teacher to counselor and dean
- Conference with counselor, parent, teacher, and student
- Dropped from class in which third or subsequent offense occurs
- Notification of student status to student's other teachers by counselor
- A severe or broad scale incident of academic dishonesty may result in a suspension or expulsion.

Students who steal a test will be subject to the consequences noted in Section IV.L.4. In addition, the student will be subject to the school disciplinary code on stealing as delineated in the Student/Parent Handbook.

Students must understand that those who provide their work to other students for academic credit will be subjected to severe disciplinary action. If the contributing student is enrolled in the affected course, he/she will be subject to the above consequences.

Scholarships, awards, honors, and other recognition for academic achievement may be revoked, and the public recognition for academic achievement may be nullified, if a student is found to have violated the school's standards and/or conduct for academic achievement. These consequences may be imposed at the time of the academic infraction regardless of when the academic achievement is accomplished.

L. LEAVING CAMPUS WITHOUT PERMISSION

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

V. DEFINITIONS

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

1. Dean Conference/Warning

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

2. Parent Conferences

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

3. Loss of Privileges

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

4. Teacher's Detentions

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

5. Discipline Referral

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

6. Deans' Detentions

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

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

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

7. Saturday Detentions

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

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

Once a specific date is assigned and the student notified, failure to report to Saturday Detention will lead to an out of school suspension. Parents will also be notified regarding Saturday detentions. Failure to follow the rules of Saturday Detention will also result in an out of school suspension. Saturday Detentions are assigned at the discretion of the Dean.

8. Out of School Suspensions

When a student's misconduct adversely affects the general welfare of the school, the student will be suspended out of school. Deans, Associate Principals, Principals and the Superintendent are authorized to suspend students out of school. A single suspension will not exceed 10 school days.

A student completing an out of school suspension of 5 days or more will be required to schedule a conference involving the student, an administrator, and parent(s) or guardian(s) prior to being readmitted to regular classes.

Students who are suspended from school may not attend any school-sponsored activity (as a spectator or a participant). They also may not be on the school grounds during the suspension unless they have made prior arrangements with their Dean. Students who do not seek consent from the proper authorities will be subject to trespass laws. Additional days of suspension may also be assigned, or expulsion recommended. Out of School Suspension days will not be counted toward the District 99 policy that removes students from class for unexcused absences. Under the district attendance policy, students may make up all assignments at full credit missed during the first suspension in a school year; on subsequent suspensions, make up of major assignments only is allowed. The loss of instruction that cannot be made up could lead to a loss of academic credit. Repetitive out of school suspensions may prompt the consideration of a recommendation for expulsion.

9. Social Suspensions

A socially suspended student may not attend or participate in any school functions while on social suspension. Any student who has been suspended out of school is automatically placed on social suspension for the length of the

suspension. **Repeated or serious violations of the discipline code may also result in social suspension.** Students can also be socially suspended for inappropriate behavior that is displayed while attending extra-curricular events and activities, **and may be barred from attending similar events, including dances, athletic events, and activities for the remainder of the school year.**

10. Bus Suspensions

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

11. Final Warning/Probation Contract

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

12. Expulsion

In cases of gross disobedience or misconduct, the Principal or Superintendent may recommend to the Board of Education that expulsion proceedings be initiated. The Board of Education has the authority to remove a student from school for a period not to exceed two calendar years as determined on a case-by-case basis.

Students on expulsion may not be on campus for any reason, nor participate in any school activities.

13. Drop from Class

In situations where a student engages in a serious breach of discipline that interferes with the welfare of the school environment, including acts impacting safety in a class, the student maybe dropped from that class.

14. Village Ordinance Violations/Tickets

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

B. POSSESSION

Possession means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the items. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle that the student knows contains an item constitutes possession of that item, even if the vehicle is not the student's. This provision on possession applies to any policy or rule that regulates or prohibits possession of any item, including but not limited to weapons or drug

paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

C. LOOK ALIKE

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

D. BULLYING/COERCION

Bullying is defined as bullying and/or intimidation of others, including, but not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature, harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature. This includes, but is not limited to religious, ethnic or gender oriented harassment. Coercion is extortion, blackmail, or coercion by force or threat of force.

DISCIPLINARY PROCEDURES

A. PEER MEDIATION

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

B. STUDENT SEARCHES

Students and their personal effects are subject to search whenever school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school rule or the law. Students who leave campus during the school day without permission may be searched, along with their personal effects, upon return based solely on leaving campus without permission. Further, to maintain order in the schools, school authorities may

inspect and search places and areas such as lockers, desks, parking lots, vehicles and other school property and equipment owned or controlled by the school, as well as the personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant or reasonable suspicion. As a matter of public policy, students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. To maintain a safe and secure environment, such searches, as described above, may include but not be limited to, the use of dogs and metal detectors.

C. SUSPENSION PROCEDURE

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

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

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

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

D. DUE PROCESS PROCEDURES FOR OUT OF SCHOOL SUSPENSIONS

In the event that an authorized school administrator or Dean determines, upon completion of appropriate due process procedures, that an out of school suspension is appropriate because of a student's act(s) of gross disobedience and/or misconduct, he/she shall provide the student and the parent, by mail, with written notification of the suspension. The notice shall specify the gross disobedience or misconduct giving rise to the suspension and the provision of the Disciplinary Code violated by the student. The notice shall also explain the process, as set forth below, for appealing the student suspension.

The steps of the appeal process are as follows:

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

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

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

With Athletic/Activity Code Discipline (Extra-Curricular) – When a student commits a discipline infraction in school, it is also a violation of the Athletic/Activity Code and the student may be subjected to those disciplinary consequences as well. Please refer to the Athletic/Activity Code in this Handbook. Participation in athletics/activities is a privilege and not a right. (Board Policy 7.31) A violation of the Athletic/Activity Code by a student may result in immediate action. The steps involved in the appeal procedure after the Athletic/Activity Director has made his/her decision would be meeting with:

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

E. GROSS DISOBEDIENCE AND INFRACTIONS INVOLVING MISCONDUCT

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

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

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

F. EXPULSION

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

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

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

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

G. CORPORAL PUNISHMENT

The use of corporal punishment by staff - that is, the use of force to inflict retributive bodily suffering or pain for purposes which include securing or maintaining obedience, correction or discipline - is expressly prohibited by state law. Physical restraint, (maintaining control through holding a student to prevent bodily action - as distinguished from punitive physical force) is permitted where necessary in specific situations.

H. DISCIPLINE OF SPECIAL EDUCATION AND 504 STUDENTS

Students who are eligible for special education services (have IEPs) or who have Section 504 Accommodation Plans are generally expected to comply with this Discipline Code but may also be subject to unique consideration of disciplinary action based on their disability and the relationship of that

disability to the infraction. These actions are governed by the Illinois School Code, the Illinois Administrative Regulations for Special Education, and federal legislation and regulations pertaining to the Individuals with Disabilities Education Act (IDEA), as well as all regulations pertaining to Section 504 of the Rehabilitation Act of 1973.

I. TRANSFER STUDENTS CURRENTLY ON SUSPENSION/EXPULSION

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

CATEGORY A OFFENSES

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

Category A Offenses	Disciplinary Action
1. Entering or loitering in an unauthorized area, including after school.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension will be given. Repeated violations could result in an arrest for trespassing and the issuance of a village ordinance ticket.
2. Inappropriate/excessive display of affection.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension will be given.
3. Failure to be in a possession of proper authorization when in halls, lavatories or other non-classroom areas during class time.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension will be given.
4. Failure to carry a Student ID card or misuse of an ID card.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension will be given.
5. Using profanity or vulgar and/or abusive language or gestures.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension will be given.
6. Gambling in any form, including cards, coins and dice, etc.	Depending on the seriousness or frequency, detention(s), Saturday detention or suspension will be given.
7. Distributing literature or other items at a time place or manner	Depending on the seriousness or frequency, detention(s), Saturday

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

	may be given.
19. Lying or trying to deceive school personnel.	Detention, Saturday detention, or suspension, depending on the circumstance.
20. Insubordination shall be defined as defiance an/or disrespect towards authorized school personnel when a reasonable request is made, or failure to follow directions.	Detention, Saturday detention, or suspension, depending on the circumstance.
21. Driving to or from The Technology Center of DuPage (TCD) or other school-sponsored programs without authorization (This includes passengers as well as drivers.)	Saturday detention. (1 st offense) DROP FROM THE TECHNOLOFY CENTER OF DUPAGE. (2 nd offense)
22. Excessive Tardies.	4-hour detention (For 5 th and subsequent tardies to an individual class.)
23. Harassment, hazing, bullying, or intimidation, or coercion. Any form of hazing or bullying is strictly forbidden and may be considered assault or battery depending on the circumstances. (see B9)	Depending on the seriousness or frequency; detention(s), Saturday detention, or suspension will be given. Possible recommendation for expulsion.
24. Misuse of Technology.	Depending on the seriousness or frequency; staff/parent conference, loss of privileges (subsequent academic penalty for classes associated with the use of the computer), confiscation of inappropriate item(s), restitution for damage items, detention, Saturday detention, suspension from school, possible recommendation for expulsion from school.
25. Possession/Distribution/Use of Over-the-Counter Drugs or Nutritional or Herbal Supplements, or Possession/Use of Medication Prescribed to the student outside of the Nurse's Office. ALL PRESCRIPTION OR NON-PRESCRIPTION DRUGS OR NUTRITIONAL SUPPLEMENT USED IN SCHOOL MUST BE TAKEN OUNDER THE SUPERVISION OF THE SCHOOL NURSE IN THE NURSE'S OFFICE.	Depending on the seriousness or frequency; detention(s), Saturday detention, or suspension will be given.

<p>PRESCRIPTION DRUGS MUST ALSO BE ACCOMPANIED BY A DOCTOR'S ORDER UNIQUE CIRCUMSTANCES OR SPECIALIZED NEEDS <u>MUST</u> BE DISCUSSED AND APPROVED BY THE SCHOOL NURSE, PER STATE REGULATION, ASTHMA MEDICATION MAY BE CARRIED BY STUDENTS THROUGHOUT THE SCHOOL DAY WITH APPROPRIATE PERMISSION AND AUTHORIZATION BY THE PARENT, PHYSICIAN AND SCHOOL NURSE.</p>	
<p>26. Being an accessory to, supporter of, having knowledge of, or obstructing the investigation of another student engaged in a Handbook violation, without informing school officials.</p>	<p>Depending on the seriousness of the action, detention(s) to suspension will be given. In a very serious circumstance expulsion may be recommended.</p>
<p>27. Academic Dishonesty.</p>	<p>Depending on the circumstances, a severe or broad scale incident of academic dishonesty may result in suspension or expulsion.</p> <p>FIRST OFFENSE IN HIGH SCHOOL CAREER: No academic credit for educational product. Immediate parent contact by teacher. Notification by teacher to counselor and dean.</p> <p>SECOND OFFENSE IN HIGH SCHOOL CAREER: No academic credit for educational product. Conference with parent, teacher and student. Notification by teacher to counselor and dean. Notification of student status to student's other teachers by counselor.</p> <p>THIRD AND SUBSEQUENT OFFENSE(S) IN HIGH SCHOOL CAREER: No academic credit for educational product. Notification by teacher to counselor and dean.</p>

	Conference with counselor, parent, teacher, and student. Notification of student status to student's other teachers by counselor.
28. Dress Code Violation.	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension will be given.
29. Possession/display of Pornographic Material	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension will be given.
30. Use or display of cellular phones or other telecommunication devices on school grounds prior to the general dismissal of school.	Depending on the seriousness or frequency, detention(s), Saturday detention, or suspension will be given. The device will be confiscated by school officials and will be returned to the student at the end of the week, or a parent at an appropriate time.
31. Invasion of Privacy. Using a cellular telephone, personal digital assistant (PDA) or any other electronic device capable of taking and/or transmitting digital photographic images to take and/or transmit pictures of an individual without his or her consent anywhere on school premises or any other location during a school-related activity is considered an invasion of privacy and is not permitted without the express permission of the building principal.	Depending on the seriousness or frequency, detention(s), Saturday detention, suspension from school, arrest, possible recommendation for expulsion from school, the cellular telephone, personal digital assistant (PDA) or any other electronic device may be confiscated by school officials, and returned to the student at an appropriate time.
32. Failure to serve Saturday Detention.	One day out of school suspension and reschedule of Saturday detention, or 3 day out of school suspension at parent/dean discretion.
33. <u>Violation of school rules while riding school transportation.</u>	<u>Depending on the seriousness or frequency, detention(s), Saturday detention, bus suspension, suspension from school, arrest, and possible recommendation for expulsion from school.</u>
34. <u>Littering or failure to properly dispose of trash, including in the cafeteria or hallways.</u>	<u>Depending on the seriousness or frequency, detention(s), Saturday detention, suspension.</u>

CATEGORY B OFFENSES

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

Category B Offenses	Disciplinary Action
1. Failure to provide a completed physical examination, proper immunization information as required by state.	In compliance with the Illinois School Code, the student will be excluded from school until documents are produced. (105 ILCS 5/27-8.1(5)).
2. Use of tobacco.	3-day out-of-school suspension. Village Ordinance/fine. For the first offense <u>only</u> in a student's school career, a student may elect to participate in an Alternative to Smoking Program, offered by The Village Downers Grove/Dept. of Social and Health Services along with a Saturday detention, in lieu of the 3-day out of school suspension. The village fine will still apply. Failure to serve the detention and fully participate in the program will reinstitute the 3-day suspension. The cost of the program must be paid by the student to The Village of Downers Grove/Dept. of Social and Health Services at the session, and is non-refundable. The second suspension will result in a 5-day suspension and the village fine, without the option of participator in the program noted above. The third suspension will result in a 10-day out of school suspension and the village fine. Every offense after that will result in a 10-day out of school suspension, and the village fine.
3. Voyeurism/exhibitionism/sexual contact.	3-10 days out-of-school suspension. Possible arrest. Possible recommendation for expulsion.

4. Using slurs such as a racial, ethnic, religious, sexual, sexual orientation, or other discriminatory nature.	3-10 days out-of-school suspension.
5. Fighting.	3-10 days out-of-school suspension, possible arrests, possible recommendation for expulsion.
6. Possessing or using incendiaries (firecrackers), etc.	5-10 days out-of-school suspension. Possible arrest. Expulsion procedures may also be recommended.
7. Possession or using an immobilizing chemical such as mace.	5-10 days out-of-school suspension. Possible arrest. Expulsion procedures may also be recommended.
8. Communicating verbally or non-verbally, in affiliation with an unauthorized club, cult or gang (i.e. wearing, possessing, using, distributing, displaying any clothing, symbol, sign or other item which is evidence of membership in or affiliation with a gang.)	5-10 days out-of-school suspension/arrest/recommendation for expulsion, depending upon circumstance.
9. Assault-battery, reckless conduct or mob action involving another student. Assault: Verbal threat or physical movement to commit battery. This could also be an implied or expressed threat to or through other student(s) to commit battery. Battery: Physical contact of an insulting, harmful, or provoking nature. Mob Action: Aggressive action toward other(s) taken by a group.	5-10 days out-of-school suspension/arrest. Expulsion procedure may also be recommended.
10. Breaking, entering, taking, attempting to take, being in possession, or being an accessory to possession of another person's or school's stolen, lost, or mislaid property without his/her permission. This includes unauthorized access to electronically stored data and information.	3-10 days out-of-school suspension-arrest. Expulsion procedures may also be recommended. Restitution may also be required.
11. Possession, use of being under the influence of any illegal or controlled substance including alcohol, unlawful drugs, prescription drugs, Over-the-Counter medications, "look alike" drugs, or any other substance not prescribed for the	10-day out-of-school suspension/arrest/possible expulsion. A reduction in the suspension to 5 days out of school may be offered on the first offense if, at personal expense, the student participates in a substance abuse evaluation and

<p>student and intended to be used, or used, to achieve a high or altered mental state. (See Section V:Definitions) ALL PRESCRIPTION OR NON-PRESCRIPTION DRUGS OR NUTRITIONAL SUPPLEMENT USED IN SCHOOL MUST BE TAKEN UNDER THE SUPERVISION OF THE SCHOOL NURSE IN THE NURSE'S OFFICE. UNIQUE CIRCUMSTANCES OR SPECIALIZED NEEDS <u>MUST BE DISCUSSED AND APPROVED BY THE SCHOOL NURSE. PER STATE REGULATION, ASTHMA MEDICATION MAY BE CARRIED BY STUDENTS THROUGHOUT THE SCHOOL DAY WITH APPROPRIATE PERMISSION AND AUTHORIZATION BY THE PARENT, PHYSICIAN AND SCHOOL NURSE.</u></p> <p>11A. Possession of drug paraphernalia.</p>	<p>follow through within two months the recommended treatment and/or education program at a district approved facility. A subsequent offense at any point in a student's high school career shall result in a suspension of 10 school days, and possible recommendation for expulsion.</p> <p>Suspension and referral to Student Assistance Coordinator. Depending upon circumstances, expulsion procedures may also be considered.</p>
<p>12. Sale, delivery, distribution (or attempt thereof) to other students or persons, prescription drugs, unlawful drugs, controlled substances, "look alike" drugs, Over-the-Counter medications, or any other substance intended to be used, or used, to achieve a "high" or altered mental state. <u>12A. Sale, delivery, distribution (or attempt thereof) of alcohol to students or other persons.</u></p>	<p>10 day out-of-school suspension/arrest. Expulsion procedures may also be recommended.</p>
<p>13. Extortion.</p>	<p>10 day out-of-school suspension/arrest. Expulsion procedures may also be recommended.</p>
<p>14. Activating a fire alarm without evidence of a fire or falsely reporting a bomb.</p>	<p>10 day out-of-school suspension/arrest. Expulsion procedures may also be recommended.</p>
<p>15. Arson.</p>	<p>10 day out-of-school</p>

	suspension/arrest. Expulsion procedures may also be recommended.
<p>16. Possession or use of weapon. This includes bringing, use, control or transfer of any object which may be used to cause bodily harm, look-alike weapons and any other device defined by laws as a weapon.</p> <p>1) Weapons include, but are not limited to: guns, knives, box-cutters, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon.</p> <p>2) Items such as baseball bats, pipes, bottles, locks, sticks, compasses and pens if used, or attempted or threatened to be used, to cause bodily harm.</p> <p>3) Look-alike weapons Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free School Act and the related provisions of the Illinois School Code.</p>	10 day out-of-school suspension/arrest. Expulsion procedures may also be recommended.
<p>17. Assault/battery, reckless conduct or mob action against a staff member or other adult. Assault: Implied or expressed threat to or about any staff member of other adult to commit battery. Battery: Physical contact of an insulting or provoking nature. Mob Action: Aggressive action toward other(s) taken by a group.</p>	10 day out-of-school suspension/arrest. Expulsion procedures may also be recommended.
<p>18. Sexual harassment or false report of sexual harassment.</p>	3-10 days out-of-school suspension/arrest. Expulsion procedures may also be imitated.
<p>19. Terrorist Activity and Threats: Any act, threat, hoax, or prank of a terrorist nature, especially involving weapons, explosives, biological agents or other dangerous materials or look- alike of such agents.</p>	3-10 days out-of-school suspension/arrest. Expulsion procedures may also be imitated.
<p>20. Obscene or abusive language or gestures designed to offend or abuse a</p>	3-10 days out-of-school suspension, possible recommendation for

staff member.	expulsion.
21. Provoking a fight, involvement in a fight or not dispersing from a fight when directed to do so.	Saturday detention/suspension. Possible arrest. Possible recommendation for expulsion.

FIGHT SONG

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

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

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

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

ALMA MATER

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

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

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