

Community Unit School District 200
South and North High School Campuses Handbook
Wheaton, Illinois 60187
630-784-7300 (Wheaton North)
630 -784-7200 (Wheaton Warrenville South)
2008-2009
Wheaton North- www.wnhs.org
Wheaton South- www.wvshs.org
Community Unit School District 200
www.cusd200.org

Much of the information referenced in this student handbook is based on Board of Education policy. A complete policy manual is posted on the District's web page at http://www.cusd200.org/board_of_education/policies.htm. Policy manuals are also available for review in each of the District's schools and at the School Service Center, 130 W. Park Avenue, Wheaton.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal Educational Opportunities

Equal educational opportunities shall be available to all students without regard to race, color, national origin, ancestry, sex, sexual orientation, ethnicity, language barrier, religious beliefs, physical or mental disability, economic or social conditions, or actual or potential marital or parental status.

Sex Equality

No student shall, on the basis of his/her sex, be denied equal access to educational or extracurricular programs, activities, services or benefits, or be limited in the exercise of any right, privilege or advantage.

Student Name
Address
City
Telephone Number
Student ID Number

2008-09 Statement of Consent Form

Illinois law requires that parents or guardians be notified annually of certain policies, procedures, and practices of the school district. Many of the policies are referenced in this parent/student handbook. All policies are posted on the District's web site at www.cusd200.org and are available for review in every school and at the School Service Center, 130 W. Park Ave., Wheaton.

Your signature indicates that you have read and understand the policies, procedures, and regulations contained in the parent/student handbook. Your signature also indicates that you understand and agree that your child will be held accountable for the behavior and consequences outlined in the handbook, both during the regular school day and at extra-curricular activities.

Parents may use a single form for all of their children who attend the same school. Separate forms are needed for children who attend different schools. Elementary students should return the form to their classroom teacher. Middle school and high school students will be instructed where to return this form when handbooks are distributed.

School (Please Print)

Name of Parent or Guardian (Please Print)

Signature of Parent or Guardian

Please check here if you do **NOT** want your child to have access to the Internet.

Name of Student (Please Print) Grade

Name of Student (Please Print) Grade

Name of Student (Please Print) Grade

Date

Failure to complete this form does not mean that students or parents are excused from the rules or consequences contained herein.

Community Unit School District 200

Internet Consent and Waiver Form for Students
&
Student Work and Photo Release

Student's Name (please print) _____ **ID#** _____

Internet Consent and Waiver Form for Students

I understand and will abide by the rules and regulations contained in the District's policy and administrative regulations regarding Internet use. The policy and administrative regulation may be accessed online at www.cusd200.org or reviewed in each school's office.

I understand that access to the Internet is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all such material, and I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the Internet. As a parent or guardian, I accept full responsibility for supervision if and when my child's use of the Internet is not in the school setting.

- I request that my child be allowed access to the District's Internet.
- I request that my child not be allowed access to the District's Internet.

Parent/Guardian Name (please print) and Signature
Date

Student's Signature

Student Work and Photo Release

I understand that student work (i.e. creative writing, visual arts) and pictures of students may occasionally appear in school or District publications or web sites. No consent or notice is needed before the school uses such material if the student is not identified. Parental permission is required if a student or his/her work is identified by name in a publication or web site. While the school limits access to buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student.

I grant consent to identify a picture of my student by full name or publish his/her work in any school or District sponsored publication or website. I may revoke this consent at any time by notifying the building principal.

Parent/Guardian Name (please print) and Signature
Date

Student's Signature

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Wheaton North High School Mission Statement

It is the mission of Wheaton North High School to develop self-directed students who make sound decisions, think critically, respect diversity, and have the skills to become life-long learners and responsible citizens. In partnership with the home and community, Wheaton North will promote a positive and safe learning environment which enables and encourages all students to reach their potential.

Bell Schedules

DAILY BELL SCHEDULE 2008 – 2009

Period 1	Class	7:20 a.m. – 8:11 a.m. (1 min for pledge)
Period 2	Class	8:16 a.m. – 9:06 a.m.
Period 3	Class	9:11 a.m. – 10:01 a.m.

A	Lunch	10:06 a.m. – 10:31 a.m.
Period 4/5	Class	10:36 a.m. – 11:26 a.m.
Period 6	Class	11:31 a.m. – 12:21 p.m.

Period 4/5	Class	10:06 a.m. – 10:31 a.m.
B	Lunch	10:31 a.m. – 10:56 a.m.
Period 4/5	Class	11:01 a.m. – 11:26 a.m.
Period 6	Class	11:31 a.m. – 12:21 p.m.

Period 4	Class	10:06 a.m. – 10:56 a.m.
C	Lunch	11:01 a.m. – 11:26 a.m.
Period 6	Class	11:31 a.m. – 12:21 p.m.

Period 4	Class	10:06 a.m. – 10:56 a.m.
Period 5/6	Class	11:01 a.m. – 11:26 a.m.
D	Lunch	11:26 a.m. – 11:51 p.m.
Period 5/6	Class	11:56 p.m. – 12:21 p.m.

Period 4	Class	10:06 a.m. – 10:56 a.m.
Period 5/6	Class	11:01 a.m. – 11:51 a.m.
E	Lunch	11:56 a.m. – 12:21 p.m.

Period 7	Class	12:26 p.m. – 1:20 p.m. (4 min. announcements)
Period 8	Class	1:25 p.m. – 2:15 p.m.

Telephone Directory*

*Within School District 200...dial the last four (4) digits only.

Office Hours 7:00 a.m.-3:00 p.m. – (The office is open during Winter Vacation and Spring Vacation and closed on regular school holidays and weekends. Modified office hours are followed during the summer months).

Main Office

Mrs. Dee Horky, Receptionist 784-7300

Main Office FAX Line 682-2158

Principal's Office

Ms. Jill Bullo, Principal 784-7320

Ms. Nancy Guzzardi, Secretary 784-7320

Principal's Office FAX 690-4120

Assistant Principals' Offices

Mrs. Lorie Campos, Assistant Principal **784-7303**

Mrs. Bernie Treacy, Secretary 784-7317

Mr. Matt Biscan, Assistant Principal 784-7302

Mrs. Diane Rotunno, Secretary 784-7314

Mr. Jim Venckus, Assistant Principal 784-7348

Mrs. Karen DeMoulin, Secretary 784-7335

Deans/Attendance Office

Mr. Joe Wardynski (Student last names A-G) 784-7348

Mrs. Susan Baldus-Strauss, Dean of Students 784-7347
(Student last names H-O)

Mr. Matthew Gill, Dean of Students (Student last names P-Z)	784-7350
Ms. Claire Carline, Attendance Secretary	784-7334

Police Liaison Officer

Mrs. DeDe Magnier	784-7349
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Athletic Office

Mr. Matt Fisher, Athletic Director	784-7319
Mr. Dan Schoessling, Asst. Athletic Director	784-7399
Ms. Laura Howell, Athletic Secretary	784-7318
Athletic Office Fax	682-2074

Athletic Trainer

Mr. Steve Mayo	784-7388
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Activity Director

Mr. Kevin Williams	784-7440
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Guidance Office- * Call Guidance Office for Case Load information

Mr. Scott Lilly	784-7312
Mr. Dennis Beemer	784-7310
Ms. Carol McCallum	784-7311
Ms. Kim Wittershiem	784-7331
Mr. Robert Longenbaugh	784-7308
Ms. Jane Bredrup	784-7309
Ms. Wendy Biggs	784-7307
Mr. Robert Longenbaugh-Guidance Director	784-7308
Mrs. Mary Bischoff Guidance Secretary	784-7324
Mrs. Margie Pilalis Student Support Secretary	784-7325

Nurses' Office

Mrs. Sue Theisen, School Nurse	784-7329
Mrs. Kris Fontanarosa, School Nurse	784-7328
Ms. Tina Thilly, Health Aide	784-7327

Departments

Applied Technology	Dan Schoessling	784-7474
English	Mrs. Alexia Ellet	784-7422
Foreign Language/ESL/Bilingual	Mr. Brian Phillips	784-7442
Guidance	Mr. Robert Longenbaugh	784-7307
Library Learning Center	Ms. Jeri Ramp	784-7356
Mathematics	Mr. J.T. Johns	784-7716
Physical Ed./Health/Driver Ed.	Mr. Nick Poulos	784-7482
Science	Mr. Chris Johnson	784-7379

Social Studies	Ms. Phyllis Kidd	784-7443
Special Education	Ms. Cris Alrich	784-7365

Social Workers

Mr. Marc Anderson		784-7326
Ms. Susan Taddeucci		784-7322

Psychologists

Ms. Nancy Peterson		784-7313
Mr. John DiSanza		784-7330

Registrar (Student Records & Transcripts)

Mrs. Virginia Harry		784-7323
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Treasurer

Mrs. Joann Hogan		784-7301
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Career and College Resource Center

Dennis Beemer		784-7310
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Maintenance

Mr. Mike Duhig		784-7337
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Homeless Student Coordinator

Mrs. Linda Knicker		682-2019
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GENERAL SCHOOL INFORMATION

Bus Service

School bus service is provided for all students who live at least one and a half miles from the high school by the accepted route of travel. Students who qualify to ride the school bus must carry their I.D.; those not presenting an I.D. will not be permitted to ride the bus. Students are permitted to ride the bus unless their conduct becomes unacceptable or disruptive. Bus routes are posted outside the Attendance Office prior to the start of each school year.

Buses will deliver students at the front entrance each morning. At the end of the school day, buses will again load at the front entrance of the building.

Closed Campus

Both high school campuses maintain a closed campus. Students are required to remain at school during their lunch period.

Graduation

Each student must, in addition to other course requirements, successfully complete the following courses in order to graduate from high school:

<u>Subject</u>	Required Credits
English	4.0
Communication Studies or Equivalent Course	0.5
Mathematics	3.0
Science	3.0
Social Studies	3.0
Including required courses:	
U.S. History (<i>1 credit</i>)	
American Government (<i>.5 credit</i>)	
Consumer Education	0.5
Physical Education	4.0
Including required course: Health (<i>.5 credit</i>)	
Applied Technology (<i>eligible courses listed below</i>)	1.0
Fine Arts (<i>eligible courses listed below</i>)	1.0
Electives	4.0

In addition to fulfilling the above requirements, in order to obtain a District diploma, students must pass an examination on patriotism, principals of representative government, proper use of the flag, methods of voting and the Pledge of Allegiance. Students must also successfully complete all phases of the Prairie State Achievement Examination. Exceptions to this requirement will be permitted if: (i) the student's individualized educational program developed under Article 14 of the Illinois School Code identifies the Prairie State Achievement Examination as inappropriate for the student, (ii) the student qualifies for exemption from the Prairie State Achievement Examination pursuant to Section 2-3.64(a) of the Illinois School Code due to the student's lack of English language proficiency, or (iii) the student is enrolled in a program of Adult and Continuing Education as defined in the Adult Education Act.

Early Graduates

Students may apply to their counselor for early graduation upon completion of seven semesters of school attendance when they have met all graduation requirements. The student's counselor shall provide the Superintendent with notification of the student's request and verification of the student's eligibility for early graduation

Since there is only one graduation ceremony each year, the early graduate can only receive his/her diploma at the ceremony that occurs after all graduation requirements have been completed.

Some early graduates have used correspondence courses as a way of earning credits. These correspondence courses must have prior approval from the student's counselor. The final transcript for these courses must be on file in this high school's Registrar's Office by the senior's last day of class prior to graduation.

Seniors who are early graduates must return their parking tags to the Dean's Office. Upon receipt of the parking tag, they will receive a refund of half of the original fee.

Elevators

Use of the elevators is limited to students with physical disabilities. Elevator keys may be obtained in the Nurse's Office with a \$5.00 deposit. When the key is returned to the Nurse's Office, the \$5.00 deposit will be returned to the student.

Fire Drills

Periodic fire drills are held to insure student safety. Detailed instructions are issued in the faculty handbook to each teacher and are explained to the students on the opening days of school. All students should become familiar with the fire exit from every classroom to which they are assigned. Students should be familiar with a few basic rules:

- Walk rapidly and quietly.
- Keep at least 100 feet from the building once outside.

- Do not block roads or accesses to the building.
- Do not re-enter the building until an all-clear signal is given.
- Tampering with fire boxes anywhere in the building is a violation of the Wheaton Fire Code and the District's Code of Conduct.
- Knowingly transmitting a false fire alarm constitutes a felony and individuals will be charged under the full extent of the law for such transmission. In addition, students will be subject to disciplinary action pursuant to the District's Code of Conduct.

Grade Appeals

A student or parent/guardian of a student has a right to appeal a teacher's final grade. Six and twelve week grades cannot be appealed because they are not final grades. The process for appealing a final grade is as follows:

1. The student/parent/guardian must begin the appeal by contacting the teacher to discuss the grounds on which it is believed a change in grade is justified. This must be done within three weeks of the conclusion of the semester.
2. If the conversation with the teacher does not satisfactorily resolve the situation, the parent/guardian may appeal, in writing, to the department chair within five days of the meeting with the teacher.
3. If the situation is not resolved with the department chair, the parent/guardian may appeal, in writing, to the appropriate assistant principal within five days of the department chair's decision. The decision of the assistant principal will be final.

Should an appeal result in a change in grade, notification shall be given to the teacher concerning the nature and reason for the change. The student/parent/guardian may stop the appeal at any stage of the process.

Identification Cards

Each student is issued an Identification Card (I.D.) upon entering school. The student must carry this card at all times as positive identification of enrollment at each High School Campus. For safety and security reasons, staff members may request that student produce their identification cards at any time, without notice or warning. Students who fail to produce identification cards are subject to disciplinary action. If the card is lost, it must be reported to the Attendance Office. Students may obtain a replacement card in the Attendance Office (WWSHS) or the LLC (WNHS) for a fee of \$5.00. Identification cards are required to enter many school events.

Legal Residence

In order for students to legally attend either District 200 high school on a tuition free basis, he/she must be a legal resident of District 200. If a question arises concerning a student's residence, school authorities may require proof of legal residence in District 200. Students who do not legally reside within the boundaries of District 200 and who attend either District 200 high school under false pretenses will be liable for tuition payments accumulated during their attendance and will be required to transfer to their appropriate home high school. Students who move out of District 200's attendance

boundaries during the school year will be able to attend school for the remainder of the school year without payment of tuition.

Homeless Students

Students are considered homeless when they lack a fixed, regular and adequate nighttime place of abode or have a primary nighttime place of abode that is: (a) a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); (b) an institution that provides a temporary residence for individuals intended to be institutionalized; or (c) a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

A parent/guardian of a homeless student may enroll that student in either the “school of origin” or in the school for the attendance area in which the student temporarily resides. “School of origin” is the school that the student attended when permanently housed or the school in which the student was last enrolled. Homeless students shall be enrolled immediately, even if they are unable to provide records normally required for enrollment. Upon enrollment, homeless students shall be referred to assigned counselor for additional information. All questions related to homeless students should be directed to the Homeless Student Coordinator, Mrs. Linda Knicker, at 682-2019.

Library Services

The library is open from 7:00 a.m. until 3:00 p.m. (WWSHS) and 6:00 a.m. until 3:30 p.m. (WNHS), Monday through Friday. Frequently library staff members are working earlier or later than these times. Students are welcome in the library at times when library staff members are present.

Students are encouraged to use the resources of the library. Student bar codes are affixed to the front of the student I.D. card and may be used to check out materials. Each student is responsible for all materials checked out on his/her card; therefore, a student should not permit others to use his/her card. Lost cards should be reported to the library immediately.

Lockers

Students are assigned lockers at fall registration, and students are not allowed to share lockers. Lockers are the property of the school and are to be used only for the purpose of storing school-related items (books, supplies, outdoor garments). Combination padlocks are also issued by the school to be used by the students. These locks are to remain with the assigned locker and are to be used for a student’s entire high school career. Students may only use locks issued by the school unless a special circumstance exists and an administrator has given prior approval. Any other lock will be removed. If a student loses his/her lock, the student must pay for the replacement of the lock.

Students have no expectation of privacy in their lockers. Students’ lockers may be inspected at any time with or without the students’ knowledge or consent. A search may include the use of trained canines.

The school attempts to safeguard students against theft. However, the school cannot assume responsibility for losses. Students are urged not to keep valuables or money in their lockers. **STUDENTS SHOULD KEEP THEIR LOCKERS LOCKED AT ALL TIMES** and not share locker combinations with other students. Students are held responsible for lockers that are defaced or damaged in any manner. Any mechanical problems should be reported to the Dean's Office immediately or the Student Support Office at Wheaton North's campus.

Lost And Found

Lost and Found areas are located at different areas throughout each high school. Please see the Student Services Office for exact locations. Items in the Lost and Found are kept for one month, and if not claimed by that time, clothing items are given to a local charity, school items are returned to needy students, and all other items are discarded in accordance with health standards. Unclaimed keys are mechanically destroyed so that they cannot be used. The school holds no responsibility for items held or discarded through lost and found services.

Obligations

Any student obligation remaining at the end of the school year, such as lost textbook fees, payment of lab fees, etc. should be paid at the Treasurer's Office. Report cards will be issued after payment of all outstanding fees.

Parking For Student Motor Vehicles

Student parking is a privilege and not a right. Spaces for student-driven cars are limited and are strictly controlled by school officials. Participation in athletics and/or activities does not ensure parking privileges. An annual parking fee, specific policies and procedures, and uniform rules for the purpose of ensuring student and vehicle safety are established by each school. These fees, rules, and regulations are announced each year and a few are listed below. Students interested in school-controlled parking spaces are responsible for securing information about fees, rules, and regulations in the spring prior to the next academic year.

Parking Regulations

Any car parked without a proper identification tag may be towed at the car owner's expense.

1. A "forgotten" tag is NOT an emergency and is not a valid reason to be tardy or absent.
2. The student to whom the tag is issued is responsible for correct parking and all fines, even if he/she lends the tag to someone else.
3. If a tag is lost, it must be reported to the Dean's Office immediately. A student may not park without a replacement tag. A student may replace a lost tag ONE time.
4. A car parked in the correct student parking area, but without the tag properly displayed, or a car with a tag, but parked in the wrong parking lot area or carelessly parked, will be fined as follows:
 - 1st- 3rd offense – a \$10.00 fine, reduced to \$5.00 if paid within 3 days

- 4th offense – student’s car is subject to revocation of parking privileges and of towing

Should a student commit parking offenses, these steps will be documented by the student’s Dean and kept on file in the Dean’s Office.

5. Parking privileges may be revoked for attendance and/or disciplinary reasons.
 - Excessive absence
 - Excessive period truanancies
 - Excessive referrals for behavioral problems
6. Any student found to have obtained a parking tag fraudulently, to be in possession of a tag reported lost, or to be in possession of a tag which does not belong to him/her will be barred from any future parking lotteries and may be subject to other fines or disciplinary action. The student may also be subject to disciplinary action.
7. The speed limit is 5 mph on all school property. Any speeding may result in temporary or permanent revocation of parking privileges.
8. Students may not visit the parking lot during school hours without specific permission from their Dean. Teachers may not grant permission for students to visit their car during school hours.
9. Motor vehicles may be subject to search if there is a reasonable suspicion that contraband is present.
10. Motor vehicle trouble or parking problems are not acceptable reasons for being tardy or absent.
11. The school is not responsible for any theft or damage while a vehicle is parked on school property.
12. All accidents on school property must be reported to the Dean’s Office immediately.
13. **Parking tags are not transferable.** Early graduates must return their tags to the Dean’s Office and will receive a refund of half their original fee.

Physical Examinations And Health Related Services

- Every student entering ninth grade must present written proof of having immunizations and health examinations in accordance with the School of Illinois and the rules and regulations of the Department of Public Health.

Failure to comply with this requirement by the second Monday in September of the current school year will result in the student’s exclusion from school until the required forms are provided.

In addition, all transfer students must provide written proof of immunization and health examination within 30 days of their enrollment. In accordance with state law, students who do not submit such documentation within the timelines set forth above shall be excluded from school until such health records are produced.

Religious or Medical Objection to Health Examination

If a student’s parent/guardian objects to any or all of the health examination or immunization requirements on religious grounds, the parent/guardian must present a signed statements detailing the grounds for the objection. In order to be exempted from

the health/immunization requirements on medical grounds, the examining physician must provide written endorsement of the contraindication on the Health Examination Form. If necessary, the form will be forwarded to the Illinois Department of Public Health for review and approval/disapproval. The recommendations of the Department will be followed.

Additional health examinations of students may be required when deemed necessary by school authorities. Transfer students will be required to complete these examinations within 30 days after enrollment. Standard health forms from other schools are accepted if they meet the requirements of the State of Illinois. Health forms may be obtained in the Nurse's Office.

You may contact the school nurse with any health concerns that you feel may affect your son/daughter at school. Any information relative to your student's health and safety at school will be kept confidential as required by State and federal law.

Student Medication Guidelines

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication during school hours is discouraged unless it is necessary for the critical health and educational well being of the student. A medication form, completed by parent and physician, must be on file with the nurse before any medication can be dispensed at school. This form may be obtained in the Nurse's Office. The medical authorization form must be renewed annually and whenever there is a change in medication. Medication must be brought to the Nurse's Office by a parent or guardian in the original, appropriately labeled pharmaceutical container. All medication will be kept locked in and distributed from the Nurse's Office.

A student may possess and self-administer asthma medication or an epinephrine auto-injector on school grounds, at school activities, while under the supervision of school personnel, or before and after normal school activities, when: (a) the medication has been prescribed by a physician, a physician's assistant or an advanced practice registered nurse possessing the proper authority to prescribe medication; (b) the student's parent(s)/guardian(s) have provided the school nurse with written authorization for the self-administration of medication and a written statement from the student's physician, physician assistant or advanced practice registered nurse stating: (i) the name and purpose of the medication; (ii) the prescribed dosage; and (iii) the time or times at which or special circumstances under which the medication is to be administered; and (c) the student's parent(s) or guardian(s) have signed and submitted the district's "Hold Harmless and Indemnity Agreement for the Self-Administration of Asthma Medication or Epinephrine Auto-Injector."

Students in possession of prescription or non-prescription medications in violation of these procedures may be subject to disciplinary action.

Publications

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

Non –School-Sponsored Publications

Students may distribute non-school-sponsored written material at school in accordance with the school's distribution rules. Students may not, however, distribute at school written material that:

- Is obscene or libelous, invades the privacy of others, will cause substantial disruption to the proper and orderly operation and discipline of the school or school activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order, or
- Religious material that other students could reasonably believe is school-sponsored or endorsed.

Rules for Distribution

Distribution "at school" includes distribution on school property or at school-related activities. Students should be warned that they are responsible for the content of their publications and that they may be subject to lawsuits for printing libel, slander, obscenity, known falsehoods, reckless disregard for the truth, or defamation. Students who distribute forbidden material or who write or publish such material for distribution at school engage in gross disobedience and misconduct and may be disciplined. No written or printed material may be distributed or posted in the school building or on school grounds without the permission of the administration that may designate time, place, manner and conditions of such distribution, in order to avoid interference with the regular school process. The school shall require that all printed matter and petitions distributed on school property bear the name of the sponsoring organization and the name of one individual in the organization.

Records

Maintenance of Student Records

The District maintains a temporary and permanent record for each student.

A permanent record includes:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident/health reports
- Honors/awards
- Activities/athletics
- Prairie State Achievement scores
- Information pertaining to the release of the permanent record

A temporary record includes:

- Family background
- Intelligence/aptitude scores
- Psychological reports
- Honors/awards
- Achievement test results
- Participation in extracurricular activities
- Teacher anecdotal records
- Special education files
- Disciplinary information
- Information pertaining to the release of the temporary record
- Other relevant information not required to be in the permanent record

Information in the temporary record will indicate authorship and date. The District will retain the student's permanent record for at least 60 years and the temporary record for at least five years after the student has graduated, transferred or permanently withdrawn. Upon the student's graduation, transfer or permanent withdrawal, he or she shall be notified of the intended destruction schedule.

Access to Student Records

The parents/guardians of a student under the age of 18 or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records in the presence of a staff member. When a student reaches age eighteen (18), graduates from secondary school, marries or enters military service, all rights and privileges accorded to parents/guardians regarding student records become exclusively the rights of the student. In cases of parental divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

The District may charge the actual cost of providing a copy of school records. No parent/guardian or student shall be denied a requested copy of school records due to the inability to bear the cost of such copying.

In addition, information in a student's record may be released without parent consent or notice as follows:

- To an employee or official of the school or State Board with a current demonstrable educational or administrative interest in the students, in furtherance of that interest.
- To any person for the purpose of research, statistical reporting or planning provided no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
- To a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the State.

Information can be released without parent consent provided notice of the release is given to the parent as soon as possible under the following circumstances:

- In an emergency when information in the student records is necessary to protect the health or safety of the student or others.
- Pursuant to a court order, provided that the parent is given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect and copy the school student records and to challenge their contents pursuant to the procedure set forth herein.

Information can be released without parent consent provided prior written notice is given to the parent under the following circumstances:

- To the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside of Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student.
- To any person as specifically required by State or federal law.
- To juvenile authorities as defined in the Illinois School Student Records Act when (i) necessary for the discharge of their official duties (ii) who request information prior to adjudication of the student, and (iii) who certify in writing that the information will not be disclosed to any other party except as provided by law or court order.

Challenges to Student Records

Parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of any entry within a student record. Academic grades and references to student expulsions or out-of-school suspension may not be challenged under these provisions except as to the accuracy of the recording. Parents/guardians may also insert unto their child's student record a statement of reasonable length stating their position on any disputed information

contained in the student record. The District will include a copy of the statement in any release of the information in dispute. Please contact the Superintendent's office to obtain a copy of the procedures for initiating a challenge to a student's record.

Release of Student Records

Release Of Student Directory Information

The school may release personally identifiable directory information about students to the general public, including the local media, and publish such information in a school directory unless a student's parent/guardian specifically requests that such information not be released. Such request should be made in writing to the student's school counselor by September 1st each school year. Directory information is identifying information such as: name, address, gender, grade level, birth date and place, parent/guardian name and address, academic awards or honors, school activities, field of study, period of school attendance, and pictures for publications.

The District is also required to provide military recruiters, upon request, with the names, addresses and telephone numbers of high school juniors and seniors unless parents have advised the school in writing that they do not want their student's information disclosed without their prior written consent.

School Dances

Both high schools sponsor three dances per year: Homecoming, Turnabout, and Junior-Senior Prom. All school rules apply at all dances, regardless of the location of the dance. Formal attire is appropriate only for the Junior-Senior Prom. Students are reminded that Homecoming and Turnabout are casual events that do not require formal attire.

The school prom is currently a "privilege" for junior and senior students at WWSHS and WNHS and is not to be considered a student's "right." Because of enrollment factors, the management of a prom with potentially 1,200 students is beyond the scope of the school; consequently, the invitation to attend the prom will be given to juniors and seniors and their guests only.

- Dances are school-sponsored events, and as such, all school rules for behavior and participation apply to our students and their guests, even if those guests are not students at either of the two high schools. If students are under school suspension for any reason on the date of a dance, they will not be allowed to attend that event. Students wishing to bring a guest who is not a Wheaton South or North School student must obtain a copy of the Guest Registration Form and have it completely filled out at the time of ticket purchase and return it prior to the date of the dance.
- Students need to demonstrate appropriate behavior and show respect for themselves, staff and peers at all times. This includes showing respect for others relative space and refraining from provocative and inappropriate dancing. Students who do not abide by

these standards may be asked to leave the dance without a warning and will receive consequences according to the current school regulations.

- Appropriate dress is expected at all times. Students are reminded that prom is a formal school event and students who dress in a manner that is inappropriate for a school function will be requested to adjust such clothing to conform to expected levels of good taste and style.
- All dances are smoke-free events for all guests, regardless of age or student status. Violations of cigarette, alcohol, and controlled substance policies will be subject to school, city, and state policies and penalties. Enrolled students will be disciplined for the use of such products.
- All tickets must be purchased before the dance and no tickets will be sold at the door. Once purchased, the cost of the ticket cannot be refunded under any circumstance because of contractual commitments made based on the number of purchased tickets. Students who fail to attend, or are removed for disciplinary reasons, are not entitled to a refund.
- The posted “Doors Open” time for all dances will be strictly enforced. All dances end between 10:00-10:30 p.m.

Special Education

Eligibility for special education services is determined in accordance with the criteria enumerated within State and federal law. The District’s special education department serves students with learning, emotional, developmental, physical and cognitive disabilities, autism, hearing, visions, speech and language and other health impairments. Students may be served through the regular education program with or without accommodations and/or modifications or through special education classes with a regular or specialized curriculum.

Special Education Evaluation and Referral

Please contact the Special Education Office at (630)784-7364 (Wheaton North) and ----- Wheaton South for information regarding the referral process for a student who may require special education services.

Special Education Graduation

A student eligible to receive special education services pursuant to State and federal law, who will have completed four years of high school at the end of a school year, may participate in the high school graduation ceremony with his/her graduating class. If the student’s individualized education program prescribes that the student is entitled to continue to receive special education, transition planning or services and/or other related services beyond the student’s four years of high school, he/she may receive a certificate of completion in lieu of a diploma during the graduation ceremony. Students with

disabilities and their parents/guardians will be given additional information regarding this matter during the student's fourth year of high school.

Student Achievement

Academic Award (Wheaton Warrenville South only)

In order to recognize students of high academic achievement, we have designed a program in which students may earn an Academic "W" letter. In order to earn this award a student must:

- Complete the semester and carry a minimum of six classes or four classes for students on approved medical. Audited classes are not considered one of the six (or four) classes.
- Students must be enrolled for at least the last two-thirds of the semester.
- Students may not receive Ds or Fs. Incompletes must be made up before a student may receive his/her award.
- Students must maintain a weighted grade point average of 5.0.

National Honor Society

For those students interested in becoming a member of the National Honor Society there are several required selection guidelines. The National Honor Society strives to recognize students who excel in the areas of scholarship, leadership, service, and character. These qualities are measured by the Faculty committee in the following ways.

Scholarship: Any Junior or Senior NHS candidate must have a cumulative G.P.A. of 4.7 or above at the end of first semester. Additionally, students looking to be a member of the specific high school's NHS must have completed one semester at that high school. Juniors and Seniors who have met this GPA requirement will be invited to apply for membership at the beginning of second semester.

Leadership: Students are selected based on the leadership they have shown in the classroom and in their extra-curricular activities. This leadership is reported by the classroom teachers and extra-curricular sponsors and coaches.

Service: Students being considered for NHS are expected to have participated in service activities throughout each of their high school years. Generally speaking, service activities are those done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been made. Specific service hour requirements are defined by the NHS Selection Guidelines.

Character: Like leadership, character is shown in the classroom and in students' participation in extra-curricular activities, and is reported by the classroom teachers, extra-curricular sponsors and coaches, and by the students themselves.

Extra-Curricular Activities: Finally, since much of the students' character and leadership is demonstrated through their involvement in extra-curricular activities, students being reviewed for selection are asked to provide evidence that they were a

major contributor in **at least 2 school sponsored extracurricular activities per year.** Being a major contributor means that the student attends regular meetings and/or practices as well as fulfills the activity requirements defined by the coach or sponsor. Participation in other non-school sponsored activities should be reported by students applying for membership and will be used to gain additional information about the candidates.

All applications will be considered. Clear and detailed information provided by the student's application for each of these selection criteria help provide the selection committee with a total picture of the student being considered.

Once students are selected for NHS they are expected to continue their commitment to service by completing 20 hours of service during their senior year (10 first semester and 10 second semester). Students are also expected to uphold the standards of scholarship, leadership, and character on which they were selected. This includes following all laws and school regulations. Failure to do so could result in the student's dismissal from NHS.

Student Cafeteria

This dining area is for all students to use and enjoy. By using common sense, good judgment, and manners, it will be a pleasant place for all. Appropriate behavior and respect for himself/herself, others, and school property is every student's responsibility. Students who do not exhibit appropriate behavior lose their cafeteria privileges or be otherwise disciplined.

Student Dress

In accordance with Board of Education policy, students are expected to dress in an appropriate manner that must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Judgement of disruption is at the discretion of the school administration and gross abuse of the dress code will result in the confiscation of such prohibited items. Specific guidelines and prohibitions are listed as follows:

- *Hats, hoods, headbands, headgear, and gloves may not be worn in the building.*
- *Apparel that promotes or advertises drugs, alcohol, tobacco products, or other inappropriate or illegal activities is not permitted.*
- *All clothing must cover from shoulders to mid-thigh.*
- *Transparent items, strapped blouses, strapless tops, nightwear, and items normally worn as undergarments, but displayed as outerwear, are prohibited.*
- *Items determined to be symbolic of gang membership, including jewelry items, are not allowed.*
- *Tattoos will require clothing or other coverage if determined to be inappropriate to the school program.*

- *Shoes must be worn at all times.*
- *Students may not wear coats during the school day unless they are given express written permission by their classroom teacher for special circumstances, including heating and ventilation problems.*
- *No accessories such as chains, armbands with spikes or other items deemed as a safety hazard may be worn, including such items attached to backpacks*

Costume Policy

As part of holiday celebrations and/or class projects, students are prohibited from wearing masks and headgear that prevent clear identity of the student. Costume paraphernalia such as theatrical props and imitation weapons are not allowed. Costumes and/or make-up, which are deemed threatening or otherwise inappropriate, are forbidden.

Student Schedules and Schedule Changes

There are seven full periods during the school day. Each student is required to carry a minimum of six courses and a study hall. For seniors to be eligible for released time, they must have accumulated at least twenty (20) credits by the end of their junior year. Seniors must carry a minimum of six classes and either a study hall/TA class and released time.

Students are registered for the next year's courses during February. This registration occurs after the students have been oriented either individually or in groups with their counselor. Students should make careful course selections based on the information received from these sessions.

Course verifications are distributed to the students in late May. These verifications indicate that the student is actually scheduled for those courses listed. The student has the opportunity to make changes on his/her schedule until the week after school is dismissed for the year. It is important to note that the issuance of a schedule does not guarantee enrollment in the District for the following school year. In order to secure enrollment, students must meet the residency and other criteria set forth in this handbook.

Schedules are distributed during the month of August. At this time, schedule changes will only be made for the following reasons:

- The student is not eligible for a particular course because a prerequisite has not been met.
- The student took the course in summer school and needs to have it removed from his/her program.
- The student has written teacher approval to change an academic level.
- The student is missing a course for a particular period.
- The student has two courses scheduled for the same period.
- The student is a senior lacking a graduation requirement.
- The course has been cancelled.

These changes must be made by appointment during the week prior to the start of school.

Students do have the opportunity to change second semester electives during the month of December during posted dates.

Students are discouraged from withdrawing from a particular course. It is recognized, however, that students will request to withdraw from a class for various academic reasons. Students may withdraw from a class, without penalty, during the first fifteen (15) days of a semester. If this occurs, the student will be assigned to a study hall. If a student requests to withdraw from a class after the fifteen-day deadline, they may only do so with administrative approval. In this case, the student will receive a grade of “WF” (withdraw/fail), which is computed into their cumulative grade point average as a zero. Students may not elect to drop a class and take two study halls.

Study Hall Rules and Regulations

Students are assigned to a study hall when not registered for a class.

Study halls afford the student an opportunity to work on homework assignments, do research, or work on other school-related assignments. This time, if well utilized, will help students keep up with schoolwork and still allow time after school for participation in school activities, work, or additional leisure time.

Attendance in study hall is required and students are required to arrive on time. Card playing and use of hacky sacks are not allowed. Personal stereo equipment may be used at the discretion of the individual study hall teacher.

The following are expectations of students assigned to study halls:

- Study materials and homework must be brought to study hall.
- No student will be permitted to gamble or play cards in study hall.
- The noise level must be kept low to ensure quality study time for all students.
- Students are permitted to use the vending machines, but are reminded that all trash should be disposed of properly.
- Use of the library is permitted during study hall. However, students should have an academic purpose to use the resources of the library with permission of the study hall supervisor.

Resource/Tutoring Center

A Resource/Tutoring Center is available for study hall students in the department resource centers. Teachers are assigned to the center each period. Students wishing to use the Resource/Tutoring Center must first obtain permission from their study hall teacher.

Transcripts

Official transcripts are released only when the student or parent has filled out the transcript request form and paid school fees. While official transcripts are not released to a student or a student’s parent, an unofficial copy of the transcript can be released directly

to the student and/or parent. Official transcripts will only be mailed to the receiving agency.

Once a student has completed high school, that student is the only person who can sign for transcripts. Parents or siblings may not legally request the transcripts for a person who is 18 years of age or older.

Uniform Grievance Procedure

Students or their parent(s)/guardian(s), employees, or community members should notify the District's designated Complaint Managers if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act,
5. Title VII of the Civil Rights Act of 1964

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

After receipt of the Complaint Manager’s report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

Complaint Managers
Community Unit School District 200
Administration and School Service Center
130 W. Park Avenue
Wheaton, IL 60187
(630) _____

Visitors

All visitors must enter the building through the designated main entrance and sign in. Visitors must wear a nametag at all times while in the building. For safety and space concerns, guests are not permitted to shadow students with the exception of specific visitation days preapproved by the school administration.

ATTENDANCE REGULATIONS

Daily, regular attendance at Wheaton Warrenville South and Wheaton North High School is the cornerstone of student success. Attendance is important because it provides the opportunity for students to participate in the entire educational process. Consistent attendance and punctuality are characteristics that are also valuable for success in future academic and non-academic endeavors. The school attendance policy and procedures are intended to provide reasonable opportunity and time for student absence notification, to promote cooperation between and home and school, and to deter unexcused absences from class and school. State law and school board policies are very clear - attendance is required of all students living within the identified boundaries of Wheaton Warrenville

South and Wheaton North High School. Any questions concerning the attendance policy should be directed to the student's Dean.

- Only parents or legal guardians may excuse an absence from school and they may be required to submit proof of valid cause upon request from school officials.
- Students and parents are responsible for the material, information, assignments, tests, and any other related activities that occur on a school day on which the student has been absent for valid cause.
- The student shall forfeit participation in all school-sponsored instruction, activity, or athletics on the day(s) of any excused or unexcused absence. Students must attend four class periods in order to meet the participation requirement. Students absent from class because of school-sponsored activities shall be exempt from this forfeiture policy.
- Determination of unexcused or excused absence status is ultimately the right of the school. School officials, when they deem it reasonable, may consult with parents and/or guardians to assist in determining if valid cause exists.
- Parents whose students are continuously absent from school may be required to present a statement from a physician verifying reasons for extended or multiple absences. Failure to do so will result in unexcused absences. Extended absences due to medical problems will be considered medically excused upon receipt of appropriate documentation.

Students must be in attendance for 300 or more minutes of classroom time; this does not count lunch or passing periods. If a student misses 150 to 300 minutes they are considered absent one-half day. Attendance must be taken every period and recorded in a format that can be submitted to the state auditor.

Students with Excessive Absences

The Deans monitor all attendance-related issues. Excessive problems in student attendance, which contribute to lack of success in school, are managed by the Deans through a three-step process.

1. On the tenth (10th) absence in four or more classes within a semester, the parent/guardian will be informed in writing of the absence problem. An effort will be made to solve the problem cooperatively between home and school with agreed upon measures. Also, at the tenth absence, the student's counselor will be notified in order to elicit consultative support in improving the student's attendance pattern.
2. At the student's fifteenth (15th) absence in four or more classes, a meeting will be convened involving the student, parent/guardian, and the Dean. The student will be notified at that time that three (3) more absences will result in withdrawal (W) from class.
3. At the eighteenth (18th) absence in four or more classes, the student may be withdrawn (W) from those classes, **regardless of the student's grade**. The student may be assigned to study halls, community service projects, service projects within

the school, assigned permanently to the class for non-credit, and/or withdrawn from school.

4. Any student who is absent for ten (10) consecutive days with no resolution as to the reason for the absence may be withdrawn from school.

Exceptions to the 18-day policy are limited to: hospitalization, chronic or extended illness documented by medical certification, school-sponsored activities, college visits, and religious holidays.

Prearranged absences do count toward the 18-day policy, and families are encouraged to consider this when planning any school absence.

Students with an excessive amount of absences who have a legitimate medical excuse may be given a grade of "M" in lieu of a failing grade.

Excessive absences (whether excused or unexcused) may result in other school interventions in addition to the steps outlined above, including referral to the Student Services Team, parent conferences and/or referral to Project Visa, the truancy prevention program in DuPage County.

Absence Reporting Procedure

In the event of student absence, please follow these procedures:

1. A parent/guardian must report the absence to the Attendance Office at (630) **784-7203 (WWSHS)** and (630) **784-7334 (WNHS)**. A 24-hour answering service is available at that number. Written notes will not be accepted to excuse absences. Voicemails will be retrieved from the Attendance Office line throughout the day. The parent/guardian is the only authorized person to inform the school of a student's absence. **If no telephone call is received by 6:00 p.m. on the day of absence, the student will be marked unexcused and may be considered truant.**
2. Students may be absent from school only for valid cause as defined by state law and the Board of Education of Community Unit School District 200. Valid cause includes illness, observance of religious holiday, and death in the immediate family, family emergency, and circumstance or cause that creates a reasonable concern to parents for the safety or health of the student.
3. When calling please be prepared to provide the following information:
 - Student I.D. number (available on registration forms and school I.D. card).
 - Student name.
 - Grade level.
 - Reason for absence.
 - Verification telephone number where an adult can be reached to confirm absence reason, if necessary.

Passes for Appointments/Dismissal

It is the student's responsibility to pick up any passes for permission to leave the building from the Attendance Office after 7:00 throughout the school day (passing periods and

lunches). Students must sign out in the Attendance Office when they are leaving the building and must sign in again when they return to school. Passes will only be delivered if the student has no prior knowledge of the appointment.

Prearranged Absences

It is understood that students may be absent from school for various reasons beyond their control such as college visits, family vacations, court appearances, etc. **Removing students from school for vacations is discouraged;** however, it is recognized that some cases are unavoidable. Students who know in advance that they will be absent from school are required to complete a Prearranged Absence Form and return it to the Attendance Office at least 24 hours prior to the absence.

Taking Final Exams Early

If a student needs to take final exams earlier than the scheduled date, then the student must present a pre-arranged absence form to the Assistant Principal for Student Services. This request must be filed at least two weeks before the start of finals. Approval is at the discretion of the Assistant Principal for Student Services based on the reasons given on the form. It is then the student's responsibility to make arrangements with teachers for completion of final exams. Parents may be asked to meet with the Assistant Principal regarding the pre-arranged absence.

Assignments for Absent Student

Once a student has been absent for three (3) consecutive school days, the parent may call the Counseling Center at 784-7206 (WWSHS) and 784-7324 (WNHS) and request assignments. If calls are received by 8:00 a.m., every effort will be made to have the assignments available at 2:30 p.m. the following day. Teachers are normally given 24 hours to return assignments to the Counseling Center. Parents are asked to utilize this procedure in lieu of contacting teachers directly, either through phone contact or email, to ensure accurate tracking of the flow of assignments to and from school. Students with extended absences may be eligible for home bound tutoring; parents should contact the Nurses office for additional information.

Make-Up Policies

Excused Absences: Students who are absent excused are expected to make up missed class work. It is the responsibility of the student(s) to contact the teacher(s) to obtain this work. Students are given a one-day grace period to make up schoolwork for each day absent. Example: five days absent, excused; five additional day's make-up time.

Incomplete Grade at the Semester: If a student receives a grade of I (incomplete) at the end of the semester, then that student has six weeks after the end of the semester to make up all class work, tests, and final exam. If this work is not completed within this time frame, then the student will receive an F for the final grade.

***Suspension:* A student assigned to out-of-school suspension may make up work missed due to the suspension, but may not receive full credit for class assignments,**

tests, etc., completed during the suspension period. As a result, suspension may have a negative effect on the student's academic progress.

Unexcused/Truant Absences: Students who are absent unexcused or truant will not be allowed the opportunity to make up daily work. Teachers are not obligated to review class time or material for students' unexcused/truant absence.

Technology Center of DuPage (TCD) Attendance Policies

CUSD 200 students who attend the Technology Center of DuPage (TCD) Vocational Center are required to be in attendance on each day that their school is in session. Some TCD students may be required to attend TCD on additional days (i.e., those studying cosmetology).

- Students are required to attend TCD regularly. Excessive absences may result in a WF from the program. Students or their families may be held responsible for the tuition owed TCD.
- On days when TCD has no classes scheduled, students are excused from their first four periods. However, they are required to attend their scheduled classes at their respected high school on those days. If a student comes to their school prior to his/her scheduled classes, that student should report to their Dean for assignment to a study center.
- On days when their school is not in session, TCD students are excused from attendance at their high school and TCD. If the student has made prior arrangements with TCD he/she may attend TCD but must provide his/her own transportation.
- On teacher institute days when CUSD 200 students are in attendance for half of the school day, TCD students are required to attend their TCD classes. If there is a transportation problem for the TCD student, then that student must discuss the situation with their Dean at least two days in advance. Students who have not made prior arrangements and are absent from TCD on half days will be considered truant and face disciplinary action.
- Seniors are to attend TCD up to and including the last day of scheduled classes for seniors at their respected high school. If a senior wishes to attend TCD beyond that day, the student must obtain permission from the TCD coordinator.
- Students are required to attend TCD during final exam week. The only exception is that there will be no student attendance at TCD on the day exams for classes at their high school conflict with the TCD schedule.

TCD Transportation Policies

Bus service is provided for all students enrolled at TCD. TCD students **may not** drive their own vehicles to TCD, but are required to ride the District 200 provided transportation. Students who excessively continue to drive to TCD without permission are subject to Dean consequences and possible withdrawal from TCD programs. If students are withdrawn from TCD for transportation offenses, families may be held responsible for the tuition owed TCD.

PUNCTUALITY EXPECTATIONS

The staff and faculty of Community Unit School District 200 support “universal punctuality” which means all students in all classes are on time. Students who arrive at school less than 15 minutes late are to report directly to class. Individual teachers are expected to support this practice consistently and, as such, their expectations are quite simple: students are to be in their assigned classrooms when the bell stops ringing.

Tardiness is unacceptable behavior and shall be treated as such by all teachers. It will be the individual teacher’s responsibility to document student tardiness.

The teacher will attempt to solve the problem by any combination of the following:

- Counseling the student
- Teacher-assigned detentions
- Notifying the student’s parent/guardian

Teacher communication with the home is expected if tardiness remains at issue. Once such contact is made, the teacher will notify the parent and refer the student to the Attendance Office staff.

If tardiness remains at issue after parental contact, the Attendance Office staff will initiate a meeting with the student, the teacher, the counselor and the parent/guardian to attempt to resolve the issue. Options at that meeting will include parental resolution, withdrawal from class, suspension, or combinations of these options.

All tardiness to school will be considered unexcused with the exception of those involving serious problems that are exempted by the administration. Oversleeping, malfunctioning alarm, family errands, baby-sitting, last minute homework, missing the bus, car trouble, and/or delays caused by friends are non-acceptable excuses. Any unusual circumstances will be considered by the student’s Dean, who retains the right to determine whether any tardy situation will be excused or unexcused.

COMMUNITY UNIT SCHOOL DISTRICT 200 AUTHORIZATION FOR TECHNOLOGY ACCESS NEEDED?

Authorization for Technology Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization for using the District technology connection or sign the receipt page of the WWSHS Handbook/planner. Please read this section carefully before signing.

Rights and Responsibilities

All use of technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific

examples are provided. **The failure of any user to follow the terms of the *Authorization for Technology Access* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Usage Guidelines

1. Acceptable Use - Access to District technology must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges - The use of District technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent or Technology designee will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources or entities;
 - g. Intentionally invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature?
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked; and,
 - n. Using encrypted communication without prior approval from the Superintendent or his designee.
4. Software Use
 - a. District 200 licenses the use of copies of computer software from a variety of publishers and distributors. The district does not own the copyright to this software or its related documentation and, unless authorized by the software publisher, does not have the right to reproduce it for use on more than one computer.
 - b. District 200 is committed to providing all users with information about

- intellectual property and copyright law and the policies for requisition, utilization, and auditing.
- c. With regard to use on local area networks (LANs) or on multiple machines, District 200 users will use the software only in accordance with the license agreement.
 - d. District 200 will explain the internal control procedures for metering the use of software, maintaining purchase orders and license agreements, penalties for illegal use, and budget and acquisition procedures.
 - e. District 200 users who learn of any misuse of software or related documentation within the district will notify the District Director of Technology or District legal counsel.
 - f. According to US copyright law, illegal reproduction of software is subject to civil damages of as much as US \$100,000 per title infringed, and criminal penalties, including fines of as much as US \$250,000 per title infringed and imprisonment of up to five years. District users who make, acquire, or use unauthorized copies of software will receive due process as appropriate under the circumstance. Such due process may include termination. District 200 does not condone the illegal duplication of software and will not tolerate it.
5. Hardware – All computer hardware and peripherals used in the District for either administrative or instructional use must be purchased through the Department of Technology. Equipment purchased with District funds outside the Department of Technology will not be supported, will not be asset tagged and will not be insured. All purchases to be eligible for district funding must have been approved prior to purchase by the Director of Technology or his/her designee to assure compliance to district hardware and software standards.
 6. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 7. No Warranties - The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board denies any responsibility for any information,

including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.

8. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
9. Security - Network security is a high priority. If you can identify a security problem on the network, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
10. Copyright Web Publishing Rules – Copyright law and district policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provided by building principals or designees with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Identified student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
 - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing

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should be transmitted in an e-mail that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

12. Internet Safety

- a. Internet access is limited to only those "acceptable uses" as detailed in these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
 - Limiting student access to inappropriate matter as well as restricting access to harmful materials;
 - Student safety and security when using electronic communications;
 - Limiting unauthorized access, including "hacking" and other unlawful activities; and
 - Limiting unauthorized disclosure, use, and dissemination of personal identification information.
- d. The system administrator and Building Principals shall monitor student Internet access.

13. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or

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destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

14. Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.
15. Confidentiality – Employees shall maintain confidentiality of student records in their use of District computers. Confidential student information should not be loaded onto the network without prior administrative approval.
16. Monitoring of Personal Use - As a condition of using the Internet, including electronic mail communication, through District computers or Internet access, employees consent to monitoring and inspection by school administration of personal use of District computers. Such monitoring and inspection shall include any and all electronic mail communications made or attempted to be made or received by employees and all materials downloaded by employees.
17. World Wide Web Page Development Guidelines

General Requirements

Internet access in District 200 schools and buildings provides an opportunity to inform and educate students, staff, parents, and members of the community. It also offers the potential to establish systems of two-way communication to enhance instructional opportunities for students, to strengthen home/school communications, and to provide instructional resources for District 200 staff.

All material published on the District Web site must have educational value and/or support the District's guidelines, goals, and policies. Material appropriate for Web publishing included information about the District and its Board Members, agendas, policies, appropriate administrative procedures, Department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Personal information, not related to education, will not be allowed on the District Web site.

Process of Review

Individual school or classroom web sites are encouraged to enhance instruction and promote communication, but must meet and follow the standards and guidelines outlined in this administrative regulation. All school and/or classroom web pages must initially be approved by the Director of Instructional Technology and the Director of Communications and published on a District 200 web server. The Director of Instructional Technology and the District Webmaster shall supervise the efforts of all staff members responsible for Web publishing at each level of District Web publishing and, when appropriate, hold in-service opportunities for those staff members. The staff members responsible for Web publishings are identified in the procedures in the section "Different Levels of Web Publication." The District Webmaster shall provide regular feedback and suggestions to the Director of Instructional Technology and the Director of Communications regarding these Guidelines.

All content published on the District 200 Web site must:

1. Comply with all State and federal law concerning copyright, intellectual property rights, and legal uses of network computers.
2. Comply with Board policies, administrative regulations, these Guidelines, and other District guidelines provided for specific levels of publishing. This specifically includes this administrative regulation and in District 200's Authorization for Technology Access.
3. Comply with the publishing expectations listed below

Material that fails to meet these guidelines or is in violation of Board policy and/or procedures shall not be published on the District Web site. The School and/or classroom Web pages are the property of District 200. The Board of Education, through the Superintendent or his/her designee, reserves the right to edit or discontinue publication of any web page that does not comply with the guidelines outlined in this policy, community standards, or responsible practice. Failure to follow these Guidelines or Administrative Regulation and/or procedures may result in loss of privileges, disciplinary action, and/or appropriate legal action.

Publishing Expectations

The following are minimum expectations for all District Web pages:

1. The style and presentation of Web published material should be of high quality and designed for clarity and readability. Material shall not be published in violation of District 200's Authorization for Technology Access, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or harassing or material that invades the privacy of any individual. Anonymous messages are prohibited.
2. Correct grammar and spelling are expected.
3. All information must be verifiable.
4. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
5. Publications must identify affiliation with the District, school and/or department.
6. All school and classroom Web pages must provide a link to District 200's Home page.
7. External links to non-District Web sites are limited to sites containing appropriate educational materials and information as exclusively determined by the District. Every effort should be made to insure that all links are safe, operational and as commercial-free as possible. Every link to an external Web site must open a new browser window. District 200 will advise the public through a Disclaimer, on the District and school home pages, that the District can only be held responsible for content within the District 200 Web site.
8. Relevant dates are required on all publications, including the date on which the publication was placed on the District Web site. Each site should contain the date the page was last updated. A District Web page should contain current and timely information.
9. All publications must include the District e-mail address of the staff member responsible for the page. This provides a contact person for questions or comments.

If a student is the publisher, the sponsoring staff member's e-mail must be included as the responsible person. Only District staff members may act as student sponsors.

10. Use of the District's Web site for personal or financial gain is prohibited. No commercial, not-for-profit business, or private accounts should be listed on any District Web pages.
11. All documents should be previewed on different Web browsers, especially Internet Explorer and Netscape, before being posted on the District Web site.

For more information about these expectations or other issues related to Web publishing, please contact the Director of Instructional Technology or the District Webmaster.

Protecting Student and Staff Privacy

- Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on District 200 Web pages.
- Student records shall not be disclosed through the regular District 200 Web site.
- A student's last name, and last name initial shall not be published on District Web pages (exceptions maybe made for special circumstances with prior approval through the Director of Communications).
- In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians.
- Web pages shall not display student pictures with a student identified by his or her name unless written parental permission was first granted (e.g., by executing the form Using a Photograph or Videotape of a Student) and is on file with the school principal. The use of student group photos are recommended.
- Student e-mail addresses, whether a personal or District account, shall not be listed on any District Web page.
- Web pages shall not display student work, as it is related to a class project or other school related activity, unless written parental permission was first granted and is on file with the school principal.
- Specific use permission is needed from the parent/guardian for students receiving any special education services and written form must be on file with the school principal.

Submitting Material to Be Published

Everyone submitting material for publication on the District 200's Web site shall have signed the Authorization for Technology Access (#6.235) indicating they accept the responsibility for authoring and maintaining the page. All Material submitted by a teacher or other staff member for publication on the District's Web site is deemed "work of hire," and the copyright in those works vests in the District. All necessary permissions will be obtained prior to publication. All material submitted for the District Web site is subject to treatment as a District-sponsored publication.

Different Levels of Web Publication

The following guidelines provide specific information regarding Web publishing at different levels within the District. At each level, a staff member is identified as being responsible for Web publishing at that level. This individual's Web publishing efforts are supervised by the District Webmaster.

District Level

The Director of Instructional Technology and Director of Communications will grant permission to publish a school or classroom Web page following the approval of an initial template submitted by the author who has followed these guidelines.

The Director of Instructional Technology, the Department of Technology, and Director of Communications are responsible for keeping the District Web page functioning properly.

The District Webmaster conducts the District-level Web publishing efforts and supervises other levels of Web publishing. District-level publishing includes the District's homepage as well as any publishing activities representing the District as a whole (e.g., information about Board meetings, Board policy, and schedules). The District homepage shall have a link to an Online Privacy Statement.

The District Webmaster is responsible for overseeing all web pages to ensure that they:

- Follow the structure of district file management,
- Maintain a consistent identity and professional appearance for top level Web pages
- Are easy to use and navigate
- Align with District 200 technical standards.

District 200 departments are responsible to provide timely information and keep the District Webmaster informed of necessary maintenance for their Web pages.

School Level

The Building Principal is ultimately responsible for his or her respective school's Web pages, but may appoint a staff member as the School Webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Building Principal shall keep the District Webmaster informed of who is the School Webmaster. All official material originating from the school will be consistent with the District style and content guidelines.

Staff Level

Any teacher or other staff member wanting to create Web pages for use in class activities or to provide a resource for other teachers or staff members shall initially notify the Director of Instructional Technology, Director of Communications, and the District Webmaster, then the School Webmaster or District Webmaster and follow the procedures and guidelines of this document.

Staff members will include their district e-mail address and mail to: links in appropriate places of their published Web page/s. Because the purpose of these pages is to enhance communication, the goal will be to respond to all electronic communication received by staff member in a timely fashion.

Student Level

A student wanting to create Web pages on the District Web site as part of a class or school-sponsored activity should request a teacher or staff member to sponsor the student's publishing efforts. The sponsoring teacher or staff member shall notify the School or District

Webmaster of the desired publishing activities. The student's Web page must include an introduction written by the sponsor that describes the intent of the student's Web page and contains the sponsor's District e-mail address. Student Web pages will be removed at the end of the school year unless special arrangements are made. Appropriate permissions will need to be obtained on the required District 200 forms prior to publication.

Personal web pages are not allowed on the School District's Web server. Likewise, student Web pages may not contain commercial or advertising links, including links to games and advertisements for games.

DISCIPLINE POLICIES AND PROCEDURES

The District 200 high schools employ a variety of disciplinary measures to maintain a safe educational atmosphere. Students who display undesirable behavior are disciplined to help correct such behavior and to help them develop self-discipline. When a student is involved in a disciplinary action, the student will be afforded individual attention in a constructive manner. Discipline procedures will follow due process of law, including providing for appeals to other school authorities. For additional support, parents are informed of disciplinary action to enable the home and the school to work together to correct such behavior. A student's conduct is a personal matter of self-discipline that demonstrates respect for authority and concern for the rights of others. All students are expected to know school rules that relate to conduct and discipline because inappropriate behavior disrupts the opportunity to learn.

Disciplinary Principles

Four principles govern all rules at both District 200 high schools:

1. Education is enhanced when student conduct is appropriate. Conduct that is disruptive to the educational process prohibits learning.
2. Educational opportunity is a right enjoyed by all students. Conduct that infringes the rights of others is prohibited.
3. School rules apply to all students while on school or District 200 property, and/or attendance/participation at any school-or District 200-sponsored activity.
4. Students will be afforded individual attention in a positive manner, including the proper steps of due process of law, as well as the procedure for appealing such actions to other school/district officials.

Application of Disciplinary Code

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

1. On school grounds or commencing on school grounds but occurring off school grounds, before, during, or after school hours or at any other time the student is participating in or attending a school related activity;

2. Off school grounds at a school sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event in school provided and/or school authorized transportation;
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, hazing of a student, or an interference with school purposes or an educational function.

Prohibited Misconduct

Disciplinary action may be taken against any student who has engaged in gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or tobacco products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Possession, use, control, or transfer or sale of any weapon. For the purposes of this section, weapon includes, but is not limited to: guns; knives; explosive devices; any other item which is typically used to cause bodily harm; any other item defined by Illinois law to be a weapon; items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and look-alike weapons.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal or designee. Electronic signaling devices include pocket-- and all similar-- electronic paging devices, cellular phones, I-Pods, walkmans, personal digital assistants (PDAs) and blackberries.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct toward anyone or urging other students to engage in such conduct. For the purposes of this section, bullying The term "bullying" encompasses behaviors including, but not limited to any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of 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. 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.

8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
13. Violation of the District's sexual harassment policy.
14. Unsportsmanlike-like conduct.
15. Possession, use, sale or transfer of fireworks, explosives or unauthorized flammable substances.
16. Expression, written or oral, which is slanderous, libelous, obscene, profane or which advocates a violation of law or school rule; and
17. Making bomb threats, giving false fire alarms or unauthorized use of a fire extinguisher.
18. Acts of academic dishonesty.
19. Violation of the District's Technology Use Policy.
20. Gambling, i.e., to play a game for money or property, to bet on an uncertain outcome.
21. The unauthorized disclosure of confidential information of another student or staff member or any invasion of privacy of another, including but not limited to using a cellular telephone, personal digital assistant (PDA) or any other electronic or photographic device to take and/or transmit pictures of another without that person's consent. This prohibition does not include images taken in circumstances where a person has no reasonable expectation of privacy such as a spectator at, or participant in, an athletic contest.

Definitions

The following definitions apply to the above provisions:

Possession: 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.

Look-alike: 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.

Weapons: include, but are not limited to:

- guns, knives, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon;
- items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and
- look-alike weapons.

Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free Schools Act and the related provisions of the Illinois School Code. The Board and the Superintendent, in consultation with the Board, may modify the requirement for a minimum one-year expulsion on a case-by-case basis. The Superintendent or designee may grant an exception to this prohibition on weapons where the weapon is to be used in connection with a student activity such as for a school play.

Gang Activity: 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. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs and attire.

Academic Dishonesty: actions a student may take to obtain (or assist in obtaining) credit for work that is not one’s own. Such actions may include but not be limited to the following:

- Submitting another student’s work as one’s own;
- Obtaining or accepting a copy of tests or scoring devices;
- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class;
- Copying from another student’s test or allowing another student to copy during a test;
- Using materials or electronic or other technological devices which are not permitted during a test;

- Plagiarizing (present as one's own material without adequate documentation from a published source);
- Copying or having someone other than the student prepare the student's homework, project, report, paper or take-home test;
- Permitting another student to copy or writing another student's homework, project, report, paper or take-home test;
- Impersonating another student, or falsely claiming illness to avoid the day on which a paper, project, report or presentation is due, or a test is given; and/or
- Changing grades in a grade book or computer grading program

Disciplinary Measures

Disciplinary measures may include:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored events, provided that the appropriate procedures are followed.
7. Notification to law enforcement officials whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.
11. Detention or Saturday school, provided the student's parent(s)/guardian(s) have been notified.
12. Grade reduction for unexcused absences only.
13. Restitution for property damage or theft. Other disciplinary action may also be taken in such cases.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

Suspension Procedures

- Before suspension, the student will be provided oral or written notice of the charges. The student will then be provided the opportunity to respond to those charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version of the incident.
- Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent(s) or guardian(s). A written notice of the suspension shall contain a statement of the reason(s) for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension.
- Upon request of the parent(s)/guardian(s), a hearing shall be conducted by a Board designated hearing officer to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. If the matter is heard by a Board appointed hearing officer, the hearing officer shall draft a summary of the evidence heard at the hearing and present such summary in a report to the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall determine whether the suspension should be upheld, overturned or whether some other disciplinary action should be imposed.
- Students who are suspended out of school are not permitted on school or district grounds, at any District 200 building or campus, or school bus transportation, at any school-sponsored activity, or the Technology Center of DuPage. "Any school-sponsored activity" refers to any event which is sponsored by either District 200 high schools or in which either school participates whether on school/district property or at another location. This includes Homecoming activities, dances, prom, graduation exercises, athletic events, performing arts activities, etc.
- A student assigned to Out-of-School Suspension may make up work missed due to the suspension, but may not receive full credit for class assignments, tests, etc., completed during the suspension period. As a result, suspension may have a negative effect on the student's academic progress.
- Students suspended from school may be required with their parents, to attend a re-entry conference prior to returning to school with appropriate school personnel. The purpose of this meeting is to discuss the incident and to discuss alternatives for future use.

Expulsion Procedures

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for a period not to exceed two years. The following procedures apply in cases where a student has been recommended for expulsion:

- Prior to expulsion, the student and the student's parents/guardians shall be provided with written notice of the charges and the time and place of a hearing to

be conducted by a Board appointed hearing officer. This notice shall be sent by registered or certified mail.

- During the expulsion hearing, the student and the student's Parents/guardians may be represented by counsel, present witnesses and other evidence, and cross-examine any witnesses presented by the School District.
- At the expulsion hearing, the hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. The hearing officer has neither the power to expel a student or permit the student to remain in school. Under the Illinois School Code, only the Board of Education has that authority. The hearing officer shall serve only as a fact finder.
- Following the expulsion hearing, the hearing officer shall prepare a written report summarizing the evidence presented at the expulsion hearing. A copy of this report shall be delivered to the Superintendent, the Board of Education, and the student's parents/guardians.
- The Board of Education shall make its expulsion decision at a date, time and place of which the student's parents/guardians shall be notified. The student and/or the student's parents/guardians may appear before the Board of Education in closed session at that time to further protect the student's interests.

Infractions and Consequences Issued by the Dean

The following is list of the discipline implemented for certain acts of gross disobedience or misconduct. The list is a guide and not meant to be exhaustive.

CONTROLLED SUBSTANCES/LOOK-ALIKE SUBSTANCES (including alcohol), OR DRUG PARAPHERNALIA

Possession and/or Use of a Controlled Substance (including alcohol), or Drug Paraphernalia

1st offense: 10-day OSS. Reduced to 5 days if an alternative is completed.

2nd offense: 10-day OSS.

3rd offense: 10-day OSS and recommendation for expulsion.

Police referral in all cases. On the first offense, if a student elects the option to pursue an alternative to suspension but then does not follow through, the additional five day out of school suspension will be enforced. If a student does not participate in an alternative program on the first offense, a second offense will result in a recommendation for expulsion. This is cumulative throughout the student's high school career.

Distribution of a Controlled Substance or Look-Alike Substance.

10-day OSS and recommendation for expulsion. Police referral.

Drug Related Drawings/Pictures.

1st offense: Saturday detention.

2nd offense: 2-day OSS.

3rd offense: 5-day OSS.

Smoking On or Near School Property/Possession of Tobacco.

1st offense: Saturday detention. Police referral.

2nd offense: 2-day OSS. Police referral.

3rd offense: 3-day OSS. Police referral.

The suspensions will increase by one day for every subsequent offense.

VIOLENCE/THREATS

Gang Activity Including Graffiti on Personal or School Property.

1st offense: 1-10 day OSS. Police referral.*

2nd offense: 5-10 day OSS. Possible recommendation for expulsion. Police referral.*

3rd offense: 10 day OSS. Recommendation for expulsion. Police referral.*

*Any incident involving gang recruitment, intimidation, or fighting that is gang-related will receive a recommendation for expulsion.

Battery of a Staff Member.

10-day OSS. Recommendation for expulsion. Police referral.

Threat to a Staff Member or to a Staff Member's Property.

1st offense: 5-10 day OSS. Possible recommendation for expulsion. Police referral.

2nd offense: 10-day OSS. Recommendation for expulsion. Police referral.

Possession of a Weapon

10-day OSS. Recommendation for expulsion. Police referral.

Arson/Bomb Threat/False Fire Alarm

10-day OSS. Police referral. Possible recommendation for expulsion.

Possession of Fireworks/Use of Fireworks

Saturday detention – 10-day OSS. Police referral.

Vandalism

1st offense: Saturday detention -10 day OSS. Restitution for damages. Police referral.

2nd offense: 10-day OSS. Restitution for damages. Possible expulsion. Police referral.

3rd offense: 10-day OSS. Restitution. Recommendation for expulsion. Police referral.

Fighting

1st offense: 1-10 day OSS. Police referral.

2nd offense: 10-day OSS. Police referral. Possible recommendation for expulsion.

3rd offense: 10-day OSS. Police referral. Recommendation for expulsion.

Threat to Another Student

1st offense: Saturday detention/1-10 day OSS. Police referral.

2nd offense: 5-10 day OSS. Police referral.

Bullying/Intimidation/Harassment/Sexual Harassment

1st offense: Saturday detention – OSS. Police referral.

2nd offense: 5-10 day OSS. Police referral.

PROFANITY/OBSCENITY

Profanity Directed at Another Student

1st offense: Saturday detention/3-10 day OSS. Police referral.

2nd offense: 5-10 day OSS. Police referral.

Profanity or Gestures Directed at a Staff Member

1st offense: 3-10 day OSS. Police referral.

2nd offense: 10-day OSS. Police referral. Possible recommendation for expulsion.

3rd offense: 10-day OSS. Police referral. Recommendation for expulsion.

Profanity

Saturday detention.

Possession/Distribution of Obscene Materials or Drawings

1st offense: Saturday detention

2nd offense: 2-day OSS

3rd offense: 3-10 day OSS

Indecent Exposure

1-10 day OSS. Police referral. Possible recommendation for expulsion.

TARDINESS/TRUANCY/ATTENDANCE

Tardiness

Tardies 1-4: Detentions assigned per classroom rules. Parent contact by teacher.

Tardies 5-7: Dean referral. After school detention.

Tardies 8+ Dean referral. Saturday detention. Parent conference. Possible withdrawal from class.

Truancy

1-2 periods: After school detention/2 after school detention.

3+ periods: Saturday detention

Excessive truancy from a class may result in withdrawal/failure from that class.

Leaving the class without permission/Leaving the building without permission

Leaving class After school detention

Leaving the building Saturday School

Driving to TCD without Permission

1st Offense: Detention
2nd Offense: Saturday School
3rd Offense: 2 days OSS from TCD

Fake Call to Attendance Office

1st and 2nd offense: 2 Saturday detentions. Absence is counted as truancy.
3rd offense: 2 days OSS. Absence is counted as truancy.

Continued truancy may result in withdrawal from class with a failing grade.

Cutting a Teacher's Detention/Late for Deans Detention/Cutting or Dismissed from a Dean's Detention

Dean Detention/2 Dean's Detention/Saturday Detention

Cutting Saturday Detention/Dismissal From Saturday Detention

1st Offense: 2 Saturday Schools/OSS
2nd Offense: 2-5 day OSS

INSUBORDINATION/DISRESPECT/CHEATING

Lying to a Staff Member

1st offense: Saturday detention/OSS
2nd offense: 2 Saturday detention/OSS
3rd offense: 3-5 day OSS.

Insolence/Disrespect/Insubordinate

1st offense: Detention/Saturday detention/OSS
2nd offense: 2 Saturday detentions/OSS/Parent Conference
3rd offense 3-10 day OSS.

Cheating on Class Assignments/Plagiarism

1st offense: Student will receive a "0" on the assignment. Saturday detention.
2nd offense: Saturday detention. Possible withdrawal from class.

Misuse of computers/Internet

1st offense: Saturday detention.
2nd offense: 2-day OSS. Possible withdrawal from class.
3rd offense: 3-5 day OSS. Possible withdrawal from class.

ELECTRONIC DEVICES

Inappropriate use of pager/Cell Phone/Camera Phone/Digital Camera/Electronic Communication Device/ Walkman/ Digital Music Player

1st Offense: Warning/Confiscation*

2nd Offense: Detention/Confiscation and returned at the end of the day*

3rd Offense: Saturday Detention/Confiscation and returned to parent

* The use of electronic devices which infringes on the privacy and/or rights of students, faculty and staff may result in recommendation for Suspensions and/or Expulsions and Police Referral.

DISRUPTION OF EDUCATION/INAPPROPRIATE DRESS

Disruptive in class/Education

1st Offense: After school detention

2nd Offense: Saturday Detention/OSS

3rd Offense: 2 Saturday Detentions/Possible withdrawal from class.

Wearing inappropriate dress: includes but not limited to dress code violations, hats, headgear, etc...

1st Offense: Warning/Confiscation

2nd Offense: Confiscation/Detention

3rd Offense: Confiscation/Saturday School

Public Display of Affection

1st offense: Warning.

2nd offense: After school detention.

3rd offense: Saturday detention.

THEFT

Theft/Theft from cafeteria/Trying to break into lockers

1st Offense: 1-10 day OSS. Restitution. Possible Police referral.

2nd Offense: 5-10 day OSS. Restitution. Police referral.

3rd Offense 10 day OSS. Restitution. Police referral

* The school attempts to safeguard students against theft. However, the school cannot assume responsibilities for losses.

Misuse of pass/ forgery of pass/Possession of a stolen pass

1st Offense: Detention/Saturday detention/ 3 day OSS

2nd Offense: Saturday detention/OSS

Chronic Misbehavior

After assignment to a fourth Saturday detention in a semester, a parent conference with the Dean will be convened. Options at that meeting will include parental resolution, community service, suspension, withdrawal from school/class, or a combination of these options.

After assignment of a student's fourth suspension in school year, a parent conference with the Dean and Assistant Principal of Student Services will be convened. Options at that meeting may include that the student will be subject to a recommendation for expulsion for chronic serious misbehavior.

The above guidelines, although thorough, are not exhaustive. Changes may be made in order to comply with federal, state, or local regulations or Board of Education policies.

Search and Seizure

School searches are primarily for disciplinary purposes and are only conducted by school officials who, acting upon a reasonable suspicion, have been entrusted to protect the safety and well-being of all students. If a school administrator has a reasonable suspicion that a student has violated or intends to violate a law or school rule, the administrator has the right to search the following without notice, consent, or warrant:

- student's school locker
- student's car parked on school property
- student's bag or clothing
- student's desk or other assigned seating area
- student's person
- student's electronic devices and media (phones, music players...)

A school official may be required by Board policy or may deem it necessary to release information gained in the search of a student or his/her possessions to law enforcement authorities. In such cases the school official shall make every attempt to notify parents/guardians in advance of police notification. A search of one's person is generally restricted to unrolling cuffs and sleeves, emptying pockets, purses, and backpacks, and removing coats or jackets, sweaters worn as outer garments, hats, shoes, and socks. Parents/guardians shall be notified in advance if a more detailed search of a student is required. Random searches of campus and property on the campus may be conducted in conjunction with police officials. This includes the use of canine units to search lockers and vehicles on the premises.

Sexual Harassment Policy

It is the policy of Community Unit School District 200 that sexual harassment will not be tolerated.

Sexual harassment is illegal under the Illinois Human Rights Act, Illinois School Code, Title VII of the Civil Rights Act of 1964 and Title IX and will not be tolerated. Students who engage in sexual harassment on school premises or off school premises at a school-

sponsored activity will be subject to appropriate discipline that may include suspension or expulsion for gross insubordination. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, verbal comments of a sexual nature, and/or pressure to engage in sexual activity. Should the harassed person feel that the situation cannot be resolved on a personal level, he/she is directed to *immediately* seek the help of an adult whom he or she trusts, such as a teacher, counselor, social worker, parent or guardian, or a building administrator. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

All school-level policies/procedures regarding sexual harassment are governed in detail by School Board Policy and are available in the Principal's Office and Superintendent's Office at 130 W. Park, Wheaton.

Special Education Student Discipline

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.

Transfer Students

Students who transfer to the District currently on suspension or expulsion from another school may not be admitted to the District until that the period of suspension or expulsion is completed. Where the duration of the transferring student's suspension or expulsion is not indicated, the Superintendent will recommend, and the Board of Education will determine, the duration of the suspension or expulsion.

Parents may request a review of their child's expulsion from a transferring school only where the prior expulsion was issued by a private school and was for reasons other than the student's misconduct or disciplinary record. The request for such a review must be made to the Superintendent who may recommend to the Board of Education that the student be enrolled before the expiration of the expulsion.

ATHLETICS AND ACTIVITIES

Activities

Both Wheaton North and Wheaton Warrenville South High Schools offers a variety of extracurricular activities. There is an activity to meet any student's particular interests. We encourage students to become involved in the Athletic Program, Fine and Performing Arts Program, Intramural Program, or a club or organization. A word of caution:

although students are encouraged to participate in the extracurricular program, there is a concern that some students become overextended. Students involved in multiple activities may develop conflicts between activities and academic progress. Students should discuss with their parents and sponsors/coaches the possible conflicts that may arise and work together to resolve them.

For information on student activities, contact the Activity Office or the Assistant Principal's office.

The District 200 High School Interscholastic Athletic Program

The interscholastic athletic program is a part of the district's comprehensive extra-curricular program. It is designed to provide student athletes with opportunities for personal and physical development in a teamwork environment. To accomplish this task, the District will commit appropriate personnel, financial support and facilities to manage the program in an equitable and ethical manner.

The athletic program strives to develop in its participants such life long traits as strong character, good sportsmanship, leadership skills and a strong work ethic. It also aims to develop personal characteristics in its participants such as integrity, self-discipline, responsibility, respect and maturity. The program further challenges the student athletes to develop a positive self-concept as well as a healthy body and mind.

Participation in the District's extra-curricular program, including the athletic program, is a privilege, not a right. Students must earn this privilege by meeting certain expectations as outlined in the Co-Curricular Code, which is published in the student handbook.

While some interscholastic athletic programs can accept an unlimited number of participants, the majority of interscholastic athletic program offerings must limit membership. The number of student athletes selected for each team may vary from year to year, from sport to sport and between the Districts' two high schools. Averages are available from the Athletic Director upon request.

Selection of students will be based on their skill, work ethic, character and ability to meet the academic requirements for participation. Coaches will use tryouts, discussion with teachers, deans and administrators, and grade verification to help determine how well each student meets the above criteria. The final responsibility for the team selection rests with the coaches.

Certified coaches are hired by each high school to select team members and to determine an athlete's playing time. Coaches are evaluated each year by the Athletic Director in an effort to encourage professional growth in their extended classroom, maintain a highly competent staff, and provide a program that offers equitable treatment of all student athletes.

Coaches will clearly communicate with their players on a regular basis. In particular, communication on team selections, rules, expectations and player/parent satisfaction will occur in the following manner:

1. When selecting student athletes, coaches are expected to have face-to-face communication with each player. Coaches will not post lists or speak to groups of cut athletes. Coaches will address individual circumstances with each student athlete who is dismissed from the team. Playing time is also a source of needed individual, face-to-face communication. Players and parents should feel they can approach the coach to discuss their son/daughter's playing time issues without concern for retribution.
2. Team rules and expectations will be clearly communicated by coaches during face-to-face parent/athlete meetings.
3. Coaches are encouraged to elicit the feelings and levels of satisfaction of players/parents in order to help improve the program. End of season surveys, exit conferences and/or team meetings will be used to obtain this information.

Finally, our athletic program, as part of the Illinois High School Association (IHSA) and the DuPage Valley Conference (DVC), is highly competitive. Given the competitive nature of our program, coaches make decisions regarding an athlete's rank on the team and the playing accorded to each athlete. Competition adds to school and community spirit and helps athletes, students and spectators develop pride in their school.

Participation (User) Fees

All students participating in IHSA interscholastic athletics are required by the Board of Education to pay a User Fee of \$100.

Extracurricular Academic Eligibility

Students' participation in Board of Education approved extracurricular athletics and activities are contingent upon the following:

The following groups will be supervised for weekly academic eligibility: interscholastic teams, dance team, cheerleaders, athletics trainers, Scholastic Bowl, speech team, math team, chess team, band, show choir, drama productions and student government. Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to District 200 policies. Participation in extracurricular activities is dependent upon course selection and successful progress in these courses. To be eligible to participate in selected school-sponsored or school-supported extracurricular competition or performance students must meet both weekly eligibility requirements and semester requirements.

Weekly Requirements

- Satisfy the Illinois High School Association's scholastic standing requirements of passing at least twenty (20) credit hours of high school work per week.
- Not fail more than two (2) courses.

Semester Requirements

- Successfully complete two credits of course work (four courses) each semester.
- Not fail more than two (2) courses in a semester.

Penalties for Not Meeting Eligibility Criteria

- Students who do not meet the weekly eligibility requirements shall be suspended from participation for the subsequent week.
- Students who do not meet the criteria at the end of the semester shall be suspended from extracurricular activities for the subsequent semester.

Courses repeated during summer school, correspondence, and/or alternative schools, on case-by-case basis, will apply when determining academic eligibility.

Attendance Requirements to Participate

- Must attend school at least four (4) hours in order to participate in the activity that school day.
- Must attend school at least four (4) hours in order to attend practices that school day.

Athletic and Activity Code

Participation in extracurricular activities is a significant component of high school students' development. Through participation, students develop life-long skills and positive values. These include: cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, citizenship skills, and respect for rules and regulations. Participation in extracurricular activities is a privilege. This privilege asks students to meet certain expectations beyond those found in the traditional classroom situation. These expectations are reflected in the Athletic/Activity Code. Evidence suggests that abuse of tobacco, alcohol, steroids, and other illegal drugs usually takes place away from the school setting. District 200 strongly discourages students from attending parties and other situations where these abuses take place. Students involved in extracurricular activities should not jeopardize their individual or team reputation by attending these functions. Further evidence suggests that students are most successful in avoiding alcohol/drug abuse when students, parents, school personnel and the community are working together and have consistent standards. These standards should include support and responsibility. If adolescents need help, it is the responsibility of the home, school and community to provide that help. At the same time, adolescents need rules and regulations by which their actions are guided. When rules are violated, students should be responsible for their actions.

Listed below are the rules for participation in all athletic and activity programs. This Athletic/Activity Code shall apply to all students who participate in extracurricular activities.

Application

The Athletic/Activity Code-Parent Permission Form is to be signed by a parent/guardian and participant prior to his/her participation. The commitment that those signatures represent will remain in effect for one calendar year from the date of signing. The Code is in effect 24 hours a day, seven days a week for the duration of that year, and applies to student conduct on and off campus, even when the conduct is not directly connected to the high school. Students must sign the Athletic/Activity Code-Parent Permission Form each year.

Violations

The following are examples of prohibited conduct which may result in disciplinary action, up to and including, dismissal from the activity. The Code provides a *minimum* standard of conduct and guidance when addressing certain behaviors. It does not, and cannot, enumerate each and every situation or conduct for which discipline may be imposed.

- The purchase, possession, delivery, distribution of a controlled substance.
- The purchase, possession, delivery or distribution, or being under the influence of alcohol, a controlled substance, or other illegal mood-altering and/or performance enhancing drugs or chemicals, or any substance used to obtain an altered mental state or “high;”
- The purchase, possession, delivery or distribution of look-alike drugs, drug paraphernalia, and alcohol containers;
- Hosting or organizing illegal mood-altering and/or performance enhancing drugs or chemicals, substance used to obtain an altered mental state or “high” are available to, permitted for, or used by minors;
- Violations of the Academic Integrity Policy;
- Assault or battery;
- Bullying and intimidation, hazing, and harassment of a written, verbal, physical, or sexual nature, including but not limited to hand written, computer generated or spoken words;
- Violations of major school policies including, but not limited to, disobedience, excessive absenteeism, misuse of technology, etc.;
- Unsportsmanlike conduct
- Conduct resulting in a school suspension
- Theft, possession of stolen property, or destruction of private property.
- Criminal acts or serious acts which are determined by the Athletic Director and Dean to be detrimental to the individual, the coach, the team or the school.

For the purposes of this Code of Conduct, the following definitions apply:

Under the Influence: Any student who has consumed or used any amount of any prohibited substance will be considered under the influence. 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 or dilated pupils.

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 intended to control the item. 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 a lack of knowledge.

Delivery: Delivery means a transfer, or attempted transfer, of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.

Look-alike: a "look-alike" is any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples include, but are not limited to: (a) a toy gun which is very difficult to distinguish, except upon close examination, from an actual gun; (b) a green leafy plant material, which is not, but is claimed, believed or intended to appear to be marijuana; and (c) a white powdered substance which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

Drug Paraphernalia includes, but is not limited to, pipes, one-hitters, rolling papers, or any device or item which contains residue of an illegal substance.

Consequences for Violation of the Athletic and Activity Code

A. First Offense: The student shall lose eligibility for the next three (3) consecutive interscholastic/public events or performances in which the student is a participant.

OR

The student shall lose eligibility for the next interscholastic/public event or performance in which the student is a participant. In addition, the student must enroll in, and complete an approved remediation plan

B. Second Offense: The student shall lose eligibility for six (6) consecutive interscholastic/public events or performances in which the student is a participant.

OR

The student shall lose eligibility for four (4) consecutive interscholastic/public events or performances in which the student is a participant. In addition, the student must enroll in and complete an approved remediation plan.

- C. Third Offense:** The student will be suspended from participating in athletics/activities for up to one calendar year. Re-entry to participation will be subject to a meeting with appropriate school personnel.
- D. Fourth Offense:** The student will be permanently suspended from participating in athletics/activities for the remainder of their high school career.
- E. Voluntary Admission:** If the student voluntarily reports an infraction of the Co-Curricular Code prior to any school personnel or police becoming aware of the incident and the student's involvement, the student may continue uninterrupted participation as long as he or she enrolls in, and completes, a school-recognized remediation plan. The voluntary admission will be counted as one of the four code offenses. A student may use voluntary admission only one time during high school.
- F.** Violations are cumulative throughout the student's high school career.

Procedure

Prior to the imposition of disciplinary action, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version of the incident. A meeting involving the appropriate school personnel must be attended by the student and his/her parents/guardians to be reinstated in school activities.

Competition

Wheaton North and Wheaton Warrenville South offer a comprehensive athletic program for both boys and girls. Many sports offered consist of multiple levels of competition. The Tigers are members of the DuPage Valley Conference (DVC). The DuPage Valley Conference has a rich tradition of success at the regional, sectional and state levels. Other members include Wheaton North (Falcons), Naperville North (Huskies), Naperville Central (Redhawks), Glenbard East (Rams), Glenbard North (Panthers), West Chicago (Wildcats), and West Aurora (Blackhawks).

Insurance for Athletes

Insurance for athletes is voluntary. The school district does not require insurance coverage for athletes. It is each family's responsibility to determine which of the following options is best: purchasing insurance made available at the school; providing coverage through their family policy (checking to see if football is included); or assuming liability without insurance coverage. District 200 does not assume responsibility for any injury.

Physicals

Students desiring to participate in interscholastic athletic competition must obtain a physical annually. Proof of the physical examination will be kept on file in the Nurse's Office or in the Athletic Director's Office. No student will be permitted to practice or

participate until proof of a physical examination is received. Health forms are available in the Nurse's Office, Counseling Center and Athletic Office.

Requirements to Participate

Prior to being eligible to practice or participate in athletics, each athlete must complete the following

- A signed parent permission form must be on file in the Athletic Office;
- A completed medical form must be on file in the Athletic Office; and,
- A payment of the District 200 participation fee.

Sportsmanship

Students, participants, and spectators are expected to practice the ethics of competition and principles of good sportsmanship whether at home, at other schools, or in the community. Any person found to be in violation of these ethics and principles may be barred from interscholastic contests either as a participant or as a spectator.

Illinois High School Association Eligibility

- Must meet all eligibility requirements set forth by the Illinois High School Association (IHSA). A copy of these rules is published in this booklet or is available in the Athletic Office.

Eligibility for Transfer Students

Any student who transfers to Wheaton Warrenville South High School and wishes to participate in interscholastic athletics should contact the Athletic Director to determine if he/she is eligible. Wheaton Warrenville South adheres to all IHSA eligibility rules concerning the transfer of students.

Warning of Risk

Students and parents are to be aware that athletic and activity participation has inherent dangers and risks. Even though participation and practice is within the rules of the activity and students are following the instructions of the coach or sponsor, students may suffer catastrophic injuries. Their injuries may include, but are not limited to: death; serious head, neck or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injury to any of the internal organs, bones, ligaments, muscles, tendons, or other aspects of the muscular-skeletal system is possible. The injuries that may occur may affect the student's future ability to participate in athletics and activities, earn a living, or engage in other business and social activities. To attempt to avoid the possibility of injury, students should follow the coaches' or sponsors' instructions regarding techniques, training, and team rules at all times, and participate within the rules of the sport or activity.

NCAA Clearinghouse

Students wishing to qualify for athletic scholarships in intercollegiate athletics for a Division I or Division II NCAA membership institution must be certain that they are registered for the NCAA Clearinghouse. Students who are not registered are not eligible

for athletic scholarships under NCAA rules. For more specific information, visit www.ncaa.org.

For information on athletics, contact the Assistant Principal's office, Matt Fisher 784-7319 (Wheaton North) or Robert Quinn 784-7242(Wheaton Warrenville South)

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

INFORMATION YOU SHOULD KNOW