



**WESTMONT**  
High School

This handbook will familiarize you with the services, programs and policies at Westmont High School. This book is a source of information that will explain the general operation of your school. Please acquaint yourself with each section of this book.

This handbook is only a summary of school board policies. These policies may be changed during the school year. Our goal at Westmont High School is to provide each student with the opportunity to excel. It is our intent to make the high school years an enjoyable and productive experience for every student. We welcome all Sentinels to join us in our pursuit of excellence.

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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Printed on recyclable paper



# Handbook Sign-off Sheet

By signing, you are acknowledging that you have received and reviewed the 2020 – 2021 Westmont High School Handbook.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_



# Community Unit School District 201

*Serving families of Westmont, Clarendon Hills and Downers Grove since 1972*

## SCHOOL-PARENT COMPACT

Westmont High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2020-2021 school year.

### **School Responsibilities**

#### **Westmont High School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.  
All students will participate in the curriculum that is aligned to the Illinois Learning Standards (Common Core). Students will be supported in a safe and effective learning environment that will provide multiple opportunities to demonstrate success.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.  
Parent Teacher Conferences will be held on October 22, 2020 from 5:00 – 9:00 PM and on October 23, 2020 from 8:00 – 11:00 AM at Westmont High School.  
Parent Teacher Conference will be held again on March 11, 2021 from 5:00 – 9:00 PM and on March 12, 2021 from 8:00 – 11:00 AM at Westmont High School.
3. Provide parents with frequent reports on their children's progress.  
Specifically, the school will provide reports as follows:  
Parents can access information about grades and assignments through Skyward Family Access.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Parents are encouraged to contact teachers by phone or through email.



# Community Unit School District 201

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## Parent Responsibilities

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

- Monitoring attendance
- Ensuring that homework is completed
- Participating, as appropriate, in decisions relating to my child's education
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on parent committees and attending school sponsored events

**Student Responsibilities (revise as appropriate to grade level) We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:**

Describe the ways in which students will support their academic achievement, such as:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**COMMUNITY UNIT SCHOOL DISTRICT 201  
WESTMONT, ILLINOIS**

**BOARD OF EDUCATION**

Mr. Joel Price, President  
Ms. Laura Coyle, Vice President  
Mrs. Dana Strohmaier, Secretary  
Mr. Gary Armstrong, Board Member  
Ms. Judy Wilson, Board Member

**Superintendent**

Mr. Kevin M. Carey

**High School Administration**

Mr. Jack Baldermann  
Principal

Ms. Megan VerVynck  
Teaching and Learning Coordinator

Mr. Kevin Weck  
Assistant Principal/Dean of Students

The Board of Education meets on the second and fourth Tuesday of every month at the Westmont Village Hall located at 31 West Quincy Street Westmont, Illinois at 7:00 p.m., unless otherwise posted. All meetings are open to the public.

**WESTMONT HIGH SCHOOL**

909 N. Oakwood Drive • Westmont, Illinois 60559  
Phone: 630-468-8100 • Fax: 630-654-2758 • [www.cusd201.org/whs](http://www.cusd201.org/whs)

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## **WESTMONT HIGH SCHOOL**

### **MISSION STATEMENT**

Westmont High School will guide students to become lifelong learners with skills necessary to be responsible, productive and respectful members of a dynamic, diverse society.

Through the cooperative efforts of students, parents, staff, and community, Westmont High School will provide a safe and supportive learning environment with opportunities for continued intellectual, physical, social, emotional, and cultural growth.

### **STATEMENT OF PHILOSOPHY**

#### **FOR WESTMONT HIGH SCHOOL**

Westmont High School, in accordance with the guidelines issued by the CUSD #201 Board of Education, the State Board of Education, and the School Code of Illinois, seeks to provide all students with opportunities for academic, social, and physical growth. Our goal is for students to develop a positive self-identity so that they can play productive roles in our democratic society.

With informed academic choices and discipline decisions in mind, Westmont High School has developed three school-wide expectations:

**BE RESPONSIBLE**

**BE RESPECTFUL**

**CELEBRATE SUCCESS**

## COMMUNITY UNIT SCHOOL DISTRICT #201 POLICIES

### **Admissions and Student Residency**

All students must register for school each year on the dates and at the place designated by the Superintendent. Students enrolling in the District for the first time must present:

1. A certified copy of his or her birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation.
2. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health Examinations, Immunizations, and Exclusion of Students.

*The following is the criteria for establishing residency status of a student in Community Unit School District 201 (CUSD 201 Policy 7:60):*

1. Custody by a parent or guardian with whom the student resides;
2. Custody granted by a court order to a person with whom the student resides for reasons other than to have access to the educational programs of the district;
3. Custody exercised under a statutory short-term guardianship, as long as within 60 days of the student's enrollment a court order is entered that establishes a permanent guardianship for reasons other than to have access to the educational programs of the district;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with the relative for purposes other than to have access to the educational programs of that district; and
5. Custody exercised by an adult who demonstrates that he/she has assumed legal responsibility for the pupil and who provides the pupil with a regular night-time abode for purposes other than to have access to the educational programs of that district. An affidavit of guardianship is required for this type of custody.

If a student is not a legal resident of the district, the district is required to charge tuition should a non-resident student be permitted to continue attending school, and any person who knowingly enrolls or attempts to enroll a student in a district where the student is a non-resident shall be guilty of a class C misdemeanor. (IL School Code 5/10-20.12b)

### **Military Service Obligation Exception**

The board of education has a policy stating if a pupil's change of residence is due to the military service obligation of the persons with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation.

*Press Policy : 7.60 (102A)*



### **Homeless Child's Right to Education**

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure; govern the enrollment of homeless children.

### **Student Fees**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of schoolbooks or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy.

In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the business office will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at: CUSD 201 Business Office 630-468-8000.

### **GENERAL SCHOOL POLICIES: PROCEDURES & REGULATIONS**

**TO REPORT ABSENCES OR LATE ARRIVALS AT Westmont High School call the 24 - Hour Automated Attendance Line at (630) 468-8191.** (See also "Attendance" section.)

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

- Phone number at which the (parent/guardian) can be reached
- Student's Full name
- Student's year in school
- Date of absence (month/date)
- Reason for absence
- Period(s) student will miss (full day, periods 1-3, etc.)
- Your relationship to the student (mother/father/guardian)

#### **Internet Acceptable Use**

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

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

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

**Unacceptable Use** - The school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that student's social networking account contains evidence that the student has violated a school disciplinary rule or policy. The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;

- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

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

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

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

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

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

## **DISCIPLINE POLICIES AND PROCEDURES**

(STUDENT DISCIPLINE POLICY 7:190)

Westmont High School is confident that the Positive Behavior Interventions and Supports Initiative (Be Respectful, Be Responsible, Celebrate Success) will continue to provide a climate for academic success.

In the unfortunate event that a student fails to behave appropriately, the following discipline policies and procedures will be followed.

### **GENERAL SCHOOL BEHAVIOR**

Students are expected to be courteous and respectful at all times. Abusive language and/or inappropriate actions will not be tolerated and will be subject to discipline as indicated in this handbook. School rules are in effect during the school day and during all school related events. They will also be enforced throughout the year in cases where students vandalize school property. This includes: on the school bus, on CUSD #201 property, field trips, sporting events, etc. Classroom rules are to be followed by all students. Disruptive students may be removed from class by the teacher.

## **RULES REGULATING BEHAVIOR**

The rules and regulations at Westmont High School are meant to serve as a code of conduct for students. They are in no way contrary to policy as set by the Board of Education of Community Unit School District No. 201. Any laws of the State of Illinois or policy of the Board of Education are also in force.

## **STUDENT RESPONSIBILITY: RULES AND REGULATIONS**

It is the student's responsibility to have awareness of the rules and regulations governing behavior at Westmont High School. Questions about school rules can be directed to a teacher or school administrator.

### **Student Discipline**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Displaying any signs of macroaggressions (verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative prejudicial slights and insults toward any group, particularly culturally marginalized groups.)
6. Using or possessing a portable speaker on school grounds or on a school bus.

7. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
11. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
19. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Providing building access to individuals who are not employees of District 201.

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

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

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

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

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, weapons, or any incidents involving battery against staff. Notifying juvenile authorities or other local law enforcement whenever a person poses a “clear and present danger” to himself, herself, or to others the administrator shall notify the Department of State Police.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified.

## **CORPORAL PUNISHMENT**

Westmont High School does not permit the use of corporal punishment.

## **SAFE AND SECURE SCHOOL ENVIRONMENT**

Any staff member of Westmont High School has the authority to confiscate from a student any weapon or object that may cause harm or interference. This would include pocket pagers, laser pointers, headgear, cell phones, and similar devices.

Students refusing to surrender such an item or object will be subject to rules governing insubordination as indicated in this handbook.

## **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

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

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

## **Gang & Gang Activity**

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

## **AGGRESSIVE BEHAVIOR PROCEDURE**

CUSD 201 does not condone and will not tolerate any student engaging in aggressive behavior toward another student or students.

Students who have demonstrated aggressive behavior or behaviors that put them at risk for aggressive behavior infraction including, but not limited to, "bullying" which is hereby defined as conducts and behaviors towards other students that, to a marked degree, appear intended to terrorize, intimidate, defame, or start fights with other students shall be referred to the school principal.

The school principal shall promptly notify the student's parents or guardians of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and recommend such available early intervention procedures as are deemed reasonably appropriate.

The school resource officer will be notified of bullying, cyber-bullying, harassment and all criminal offenses that result in disruption in the learning environment.



### **DUE PROCESS RIGHTS**

If a student or parent believes that there has been unfair treatment regarding the offenses charged or the punishment assigned, the student or parent can request an appeal for review with the principal. In such situations students or parents should notify the teacher or staff member involved with the problem. If the student or parent is not satisfied with the results, notify an Administrator (Principal, Assistant Principal, or Dean); and if the problem is not resolved at the building level, contact the District Office.

### **SCHOOL SUSPENSIONS**

Suspended students are not permitted to be on school property or attend/participate in school related activities (home or away). Suspended students, however, will be permitted to make up work missed. It is the student's responsibility to make certain assignments are obtained and work is completed on time after returning from suspension.

#### **There are two types of school suspensions:**

1. Out-of-School - students are not allowed on school property nor can they attend/ participate in school related activities during the course of the suspension time. Students are responsible for obtaining and completing all school work on their return to the mainstream.
2. Social Suspension - students will not be allowed to attend any extra-curricular school function and/or senior privileges are revoked.

In accordance with 105 ILCS 5/10-122.6(b). Below are the CUSD 201 student suspension procedures for students:

### **SUSPENSION PROCEDURES**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to charges.
2. A pre-suspension conference 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 notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student and 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. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

## **DETENTIONS**

1. After School - Students will report to the designated detention area and stay seated silently from 2:55 -- 3:55. Detentions are held on Mondays, Tuesdays and Thursdays.
2. Friday Evening Detention - Students will report to the assigned detention location no later than 3:00 p.m. and stay until 5:30 p.m. Failure to attend Friday Evening Detention results in a suspension.

## **OFFICE DISCIPLINE REFERRALS**

All students are encouraged to express their individuality providing that their conduct does not interfere with the rights of others. If a student should infringe on the rights of others or disrupt the educational process, disciplinary action will be taken. Westmont High School uses the Skyward System to document discipline referrals and their assigned consequences. Student discipline infractions are categorized as either minor offenses or major offenses. A record of all office discipline referrals is available through the Skyward System.

## **MINOR OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

- Food/Drink in Restricted Area
- Disrespect for Others
- Disruption of Learning Environment
- Inappropriate Language/Communication
- Cheating
- Tardiness
- Truancy
- Inappropriate Social Interaction
- Inappropriate Attire
- Inappropriate physical contact/inappropriate public displays of affection
- Tardiness/refusing supervision

## **TEACHER INTERVENTION OPTIONS:**

- Warning
- Student/Teacher Conference
- Phone Contact
- Parent/Teacher Conference
- Detention

## **ADMINISTRATIVE INTERVENTION OPTIONS:**

- Warning
- Loss of Privilege
- Student/Teacher Conference
- Parent Notification
- Dean Conference
- Detention (regular, lunch, or Friday)

## **MAJOR OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

- Repeated Disruption
- Violation of Closed Campus Policy
- Repeated Tardiness/Truancy
- Truancy from Saturday Detention
- Inappropriate Use of School Facility/Inappropriate Student Contact
- Use of Tobacco Products

- Repeated Dress Code Violation
- Gambling
- Gross Disrespect
- Insubordination
- Intimidation, Sexual Harassment
- Bomb Threat, Arson, False Fire Alarms
- Fighting
- Resisting Intervention
- Theft
- Vandalism
- Violation of Technology Acceptable Use Policy
- Gang Activity
- Drug/Alcohol Possession (including paraphernalia)
- Drug Possession with intent to distribute
- Weapons-Violation /including threat of a weapon
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited Substance, as applicable, in their possession.
- Chronic Discipline Incidents

All major offenses may result in alternative placement. Criminal offenses will result in police involvement.

**Administrative discretion will be used in all discipline situations.**

**CHRONIC DISRUPTION OF THE LEARNING ENVIRONMENT**

An individualized, alternative to suspension/expulsion program will be discussed with students and their families on an as-needed basis.

**WESTMONT POLICE DEPARTMENT COOPERATION ARRANGEMENT**

In cooperation with the Westmont Police Department, Community Unit School District 201 School Buildings may be utilized as a training site for police K-9 units.

**GANG RELATED BEHAVIOR**

The Board of Education has found that the presence of gangs and gang activities causes a substantial disruption of or material interference with classes and other school activities of this school district. While on school property or at any school-sponsored event wherever held, no student shall participate in any gang or in any gang-related activity, including but not limited to the following:

- a) Requesting any student/staff to pay for protection.
- b) Intimidating or threatening any student/staff.
- c) Inciting other students to act with physical violence upon any other student/staff.
- d) Committing or inciting other students to commit any other illegal act.
- e) Soliciting students for membership
- f) Wearing, using, distributing, displaying or selling any gang identification on CUSD 201 property or at CUSD 201 sponsored activities.
  - Members' uniform, jewelry, emblems, badges or colors.
  - Members' symbols, slogans or initials.
  - Members' code names.
  - Members' use of non-verbal gestures, handshakes, etc.

Violations of this policy will be considered gross misconduct and may lead to suspension or expulsion from school.

### **HAZING**

Hazing is defined as verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activity by an individual student or group of students. Hazing on or off campus can lead to suspension or recommendation for expulsion. Hazing is considered an athletic/extra-curricular training rules violation. (See page 50 for details.)

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

Isolated time out, time out, and physical restraints shall be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. Isolated time out, time out, or physical restraint shall not be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the students or others.

### **Discipline of Students with Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and

### **PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in any situations:

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonable predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

## **Cyber-bullying**

Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

"Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section.

"Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section (conduct that would not ordinarily be considered bullying for purposes of this policy include; mere teasing, "talking trash," and trading insults). Cyber-bullying is prohibited.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. *7:20, Harassment of Students Prohibited.* This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of these characteristics is also identified in this policy's second paragraph.
  - b. *7:190, Student Discipline.* This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - c. *7:310, Restrictions on Publications.* This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - d. *6.235, Access to Electronic Networks.* This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b)

providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board Policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board Policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it.

This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U. S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution

## **WHS CODE OF CONDUCT**

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

Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. The student shall not:

- a) Use a beverage containing alcohol (except for religious purposes, culinary course work or the use of containers or packaging as props for theater);
- b) Use tobacco or electronic cigarettes in any form;
- c) Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- d) Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is denominated as a "look alike" weapon (except that this prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet);
- e) Be present at a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- f) Act in an unsportsmanlike manner;
- g) Substantial vandalism or theft;
- h) Haze other students;
- i) Violate the written rules for the activity or sport;
- j) Behave in a manner which is detrimental to the good of the group or organization;
- k) Falsify any of the information contained on any permit or permission form required by the activity or sport;
- l) Fighting;
- m) Bullying/harassment/intimidation;
- n) Gross misconduct that causes a major disruption to the safe operation of the school.
- o) Accumulate excessive absences from a class, as defined as 4 or more unexcused absences or 12 total absences from a class in a given semester (except for school related activities).
- p) Refusal to perform a breathalyzer or other sobriety test at school sponsored events.
- q) Cheat, copy, plagiarize or steal.

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

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

### **Due Process Procedures**

Students who are accused of violating the District Code of Conduct for Extra-Curricular Activities are entitled to the following due process:

- a) The administrator may interview material witnesses or others with evidence concerning the case.
- b) Upon conclusion of the investigation, the student and parent or guardian will be informed of the pending violation by the appropriate administrator. The parent or guardian and student will be notified of the student's right to respond to the charges, including the right to offer to the appropriate administrator any additional information to be considered.
- c) If the administrator finds, after reviewing the evidence, that the violation occurred, he/she will impose sanctions on the student, as follows:

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

#### **First violation:**

- a) A suspension of one-sixth of performances, activities, or competitions (or the equivalent time period);
- b) The student will be required to practice with the group, regardless of the violation (unless suspended from school by the Deans);
- c) The suspension for a first violation may be eliminated if the student participates in and completes a school-approved reduction program.

#### **Second violation:**

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

#### **Third violation:**

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

#### **Fourth violation:**

- a) A suspension for the entire season or equivalent time period;
- b) The student may be required to practice with the group;
- c) Students may reduce by 50% the suspension if he or she participates in and completes a school-approved reduction program.

#### **Fifth violation:**

- a) A suspension from all extra-curricular activities for one calendar year;
- b) Students may reduce by 50% their suspension if they choose to participate in and complete a school-approved reduction program.



**Sixth violation:**

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

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

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

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

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

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

**Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Mrs. Linda Klawitter, Director of Student Services, and Mr. John Jonak, Westmont Junior High School Principal, serve as coordinators for inquiries (information, complaints and grievances) regarding Title IX (prohibits discrimination on the basis of sex in educational programs) and Section 504 of the Rehabilitation Act (prohibits discrimination on the basis of handicap in any program or activity receiving federal financial assistance). Mrs. Klawitter may be reached at 944 N Oakwood Drive, Westmont, Illinois 60559, Phone: (630) 468-8250. Mr. Jonak may be reached at: 944 N. Oakwood Drive, Westmont, Illinois, 60559. Phone: (630) 468-8200.

**School Property Searches**

School authorities may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school property owned and controlled by the school, and personal effects left in these places without a search warrant and without the notice and consent of the

student. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. [Illinois School Code 5/10-22.6(e)]

## **STUDENT SERVICES**

### **Special Education**

CUSD 201 provides a broad range of services to students with special needs between the ages of three and twenty-two years of age. CUSD 201 is a member of two special education cooperatives: School Association for Special Education in DuPage County (SASED) and DuPage/West Cook Regional Special Education Association (D/WC) and complies with the Illinois State Board of Education rules and regulations that govern special education.

### **Speech Therapist**

A qualified speech therapist is provided by the District to assist teachers in planning for and working with students who have speech and language disorders.

### **School Health Services**

CUSD #201 provides the following services which are supervised by a registered nurse: Vision and hearing screening, emergency procedures, preschool screening and health histories.

### **Health Services**

If you become ill or injured during the school day, ask your teacher for permission to see the nurse. All accidents must be reported to the nurse. If the nurse is not available, report to the Attendance Office. The nurse's office is open from **8:00 a.m. to 2:46 p.m.**

In addition to day-to-day health services, the nurse administers the District Hearing and Vision Screening Program. Insurance forms are also available from the nurse upon request. All medication, including over the counter drugs such as aspirin, may not be given without doctor orders.

### **Social Services**

Social work services are available at all schools. The major responsibility of the social worker is to help students experiencing emotional and social difficulties.

### **Psychological Services**

The psychologist works closely with the professional staff throughout the District. The psychologist assesses the student's capacity to learn and offers recommendations for educational programs. Psychological testing is done upon the recommendation of the school principal and with parent permission.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Referrals and more specific information may be found by contacting any building principal or the Student Services office.

### **Case Study Evaluation**

CUSD 201 provides Case Study Evaluations following referral and parent consent. A parent request for an evaluation is made through the school principal or through the director of student services. After consideration of the request, and in accordance with established procedures, the appropriate members of the student services team will convene to discuss the reasons and relevant factors for the request. A written response to a request for evaluation is completed and maintained in the student's temporary record. If eligibility for services is determined, the appropriate services for a special education student are documented in an Individualized Educational Plan (IEP).

Parent consent is required for placement in special education and for delivery of appropriate services. Records of all evaluations, IEPs and multi-disciplinary conferences are kept in students' temporary files. Temporary records must be maintained at least five years after a student has transferred, graduated, or has otherwise permanently withdrawn. The parents/guardians of a student with special needs have a right to examine all information contained in a student's school records, receive an explanation of the contents, and obtain copies of the contents at their own expense.

Additional information regarding special education policies and procedures may be found at the Office of Student Services at (630) 468-8015.

### **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school qualifies for a certificate of attendance after the student has completed 4 years of high school. The student is welcome to participate in the graduation ceremony of his or her high school class (which is determined when students enroll as high school 9<sup>th</sup> graders).

### **English Language Learners**

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.

8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

### **Response to Intervention Educational Supports**

Westmont High School is committed to providing a number of educational supports for any students who are at risk of academic failure or dropping out of school.

In addition to the supports that teachers provide in their classes, Westmont High School's Response to Intervention (RtI) Data Team meets weekly to review students' academic, behavioral, and social/emotional progress. When necessary, the WHS Data Team helps establish various support services. These supports address students' developmental needs and may include the following:

- Parent-teacher conferences
- Group conferences with support staff and administrators
- Support services by guidance counselors
- Support services by social worker
- Support services by psychologist
- Support services by speech pathologist
- Psychological testing
- Alternative school placement
- Community agency services
- Alternative learning opportunities program in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time. Contact school administration if you have questions about at risk programs in CUSD 201.

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.

4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

### **Student Records**

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

As you are about to leave Westmont High school, it is important that you know how we handle all of the information we have accumulated about you over these years. You each have a permanent and temporary folder. Your permanent record folder (includes grades, attendance, SAT, ACT, PSAT-NSMQT Scores and health record) will be in storage for the next 60 years. If at any time, you wish to inspect these records, you must make an appointment with the registrar's office to do so. Your temporary records are stored for 5 years after graduation and include all other standardized test scores and discipline record.

### **Teacher Qualifications**

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

- Whether the teacher has met State licensure requirements;
- Whether the teacher is teaching under a provisional license;
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, what their qualifications are.

If you would like to receive any of this information, please contact the District Office.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **School Visitation Rights**

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

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

### **Requests from Military or Institutions of Higher Learning**

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

### **Illinois Sex Offender Registry**

In accordance with PA 94-994 and 730 IL ICS 150/3, school districts are to make parents aware that the Illinois Sex Offender Registry is available online at:

<http://www.isp.state.il.us/sor/sor.cfm>

## **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Students are required to remain at school after they are dropped off in the morning. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the school principal.

### **Visitors**

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

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

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

### **Emergency Closings**

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

## **HEALTH**

### **Medical/Dental/Vision Examinations**

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

### **CPR/AED**

Parents are encouraged to go to [www.ihsa.org](http://www.ihsa.org), click on Resources, then Sports Medicine, then on the left hand side there is a link that says CPR Training.

### **Physical Examination**

A student's health is as important as his/her progress in school. A student's health has a great influence on successful academic work.

This fact is so well recognized that the legislature of the State of Illinois passed a law requiring every public school student to comply with State guidelines in regards to health examinations. Illinois law also requires that each student must submit a completed physical examination form including proof that immunizations for diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, chicken pox, Hib (haemophilus influenza), Hepatitis B, Pneumococcal (PCV), and Meningococcal (MCV4) are all up-to-date.

In compliance with this State regulation, all students entering a pre-school program, kindergarten, sixth, and ninth grade must show proof of the required physical examination on the current State of Illinois



physical examination form completed by a licensed healthcare provider within one year of entering school in August. This means that if a student is entering pre-school, kindergarten, sixth, or ninth grade, he/she must be examined by a doctor **before** registration day. If a student is excluded from school for lack of immunity to a contagious disease, there will be no special instruction or tutoring provided by the school.

Immunization regulations will be in effect for the following immunizations: two doses of MMR (measles mumps and rubella) will be required for all students; two doses of Varicella will be required for all kindergarten, sixth grade, and ninth grade students; three doses of Hepatitis B will be required for all pre-school and sixth grade students. In addition pre-school students must show proof of immunization for Invasive Pneumococcal disease (PCV).

Immunizations may be obtained for a minimal cost at the DuPage County Health Department, Southeast Satellite Office located at 422 North Cass Avenue, Westmont (630-682-7400).

### **School Exclusions**

Failure to comply with the above requirements by **October 15** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have **30 days** following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by **October 15**, the student must present, by **October 15**, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Immunizations**

Immunization regulations will be in effect for the following immunizations: all students entering the sixth and twelfth grades will be required to show proof of recent meningococcal conjugate vaccination (MCV). All sixth graders will be required to show proof of one dose received on or after 11 years of age. All twelfth graders will need to show proof of receiving two doses unless the first dose was administered after 16 years of age. In this case, only one dose after 16 years of age is required. This vaccination will prevent your student from a severe form of bacterial meningitis as well as other illnesses caused by this bacterium.

### **Exemptions to Immunizations or Examinations**

A student whose parents/guardians object to physical examinations or to immunizations on religious grounds shall present to the school authority a signed statement of objection detailing the grounds for such objection. In the event of an outbreak of disease, a notice will be sent home with each student who has not presented proof of immunity explaining that the student is to be excluded, effective the following morning, until acceptable proof of immunity is received by the school or until the contagious period is over or has expired.

Parents or guardians who request a religious exemption to immunizations or examinations must submit a **Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form** (Public Act 099-0249) if their child is entering Kindergarten, Sixth, or Ninth grade. A separate form must be used for each child. Contact your school nurse for assistance. This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions.

### **Dental Examination**

Good dental health is directly related to good physical health. Both are critical to academic success. Dental examination forms are required for all students entering Kindergarten, Second, Sixth, and Ninth grades. Exams done within the 12 months prior to the school start date in August are acceptable.

Forms should be submitted before the first day of school but no later than May 15<sup>th</sup>. Any families who are unable to obtain an examination due to hardship must submit a waiver form to the school. Contact your school nurse for assistance.

### **Vision Examination**

Proper vision is critical to academic success. A child who cannot see cannot learn. Vision examinations are required for all students entering Kindergarten and all students entering Illinois schools for the first time. Exams done within the 12 months prior to the school start date in August are acceptable. Forms should be submitted before the first day of school but no later than October 15<sup>th</sup>.

Students entering Illinois schools for the first time must submit their forms within thirty days of school entry. Any families who are unable to obtain an examination due to hardship should contact the school nurse for assistance.

### **Sports Physical**

To be eligible for participation in interscholastic athletics at Westmont Junior High School and Westmont High School, each child must have a current satisfactory physical examination on file in the Athletic Department Office. This is to be completed each school year.

For incoming sixth grade students and freshmen students, the entrance examination will suffice. All other years of participation require the IHSA (Illinois High School Association) sports physical examination. These physical examination forms may be obtained from the school office or on the CUSD 201 and school websites. Sports physicals are only valid for 13 months from the date of the medical exam.

### **Medical Exemptions for Physical Education and Extracurricular Athletic Participation**

If a physician (i.e. medical doctor, physician assistant, or nurse practitioner) provides approval through written documentation that a student is to be medically excused from physical education class, that student will also be medically excused from participating in any WHS extracurricular athletic teams. Once the physician provides written approval removing the exemption, it will be applied to both the student's physical education class as well as athletic participation.

### **Accident or Illness**

In the case of a minor accident or illness, your child will be given first aid by the nurse or a staff member. When a more serious accident or illness occurs, the following procedure will be followed:

1. Contact the parent/guardian of the student. If the parent/guardian cannot be reached, the emergency contact listed on the student's emergency form will be called. Please be certain that the school has two emergency numbers for your child that can be reached during school hours.
2. In the event a student becomes ill at school, the school nurse or secretary will call the parent/guardian to pick up their child. The parent/guardian will be expected to provide transportation home for their child.
3. If the injury requires emergency medical attention, an ambulance will be called and the student will be taken to a nearby hospital, as designated by the parent/guardian on the emergency form.

4. A student, upon returning to school, should be able to participate in the entire school program, including gym and recess unless excused by a physician's note.
5. Please keep the office informed of any changes in phone numbers, yours or the emergency numbers to be called if you cannot be reached.
6. The Board of Education purchases insurance coverage for all students in the District that will cover them during all school-sponsored events.
7. As an enrolled student at CUSD 201, your child will automatically be covered by this accident insurance at no cost to parents.

This insurance covers students injured during the regular school day and at any school-sponsored and supervised activity.

Additional insurance covering the student for the entire 24-hour period as well as dental coverage is available for parents/guardians to purchase. Information regarding this additional coverage is available at [www.k12specialmarkets.com](http://www.k12specialmarkets.com) where you can obtain information on rates and benefits.

If you incur a claim, please contact the school office and they will provide the necessary forms that you then will complete and sent to Gerber Life, along with your medical bills, as indicated on their form.

The Student Accident Insurance plan is administered by Zevitz-Redfield & Associates, Incorporated at 333 North Michigan Avenue, Suite 714, Chicago, Illinois 60601. Their phone number is 847-374-0888 or 312-346-7460.

Claim forms are also available in the school office and through the plan administrator. **If you incur a claim, please file it directly with Zevitz-Redfield.**

### **Medication**

(In accordance with Policy 7:270, Administering Medicines to Students)

#### **Administering Medicines to Students**

Students should not take medication during school hours or during school related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the school district's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a complete and signed "School Medication Authorization Form" is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

1. All prescription medications brought to the school must be in a container labeled by the pharmacy or the doctor. This will include the name of the child, the name of the doctor, the name of the medication, the dosage, and the time to be given.

2. A *School Medication Permission Form* must be obtained from the school, filled out by the parent/guardian and doctor, and returned to school before medication can be given. The student's doctor shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the medication, dosage, time interval in which the medication is to be taken, the necessity for the medication during the day, the desired benefits of the medication, the common or likely side effects, and an emergency number where the doctor can be reached. The parent's or guardian's signature is also required on this form. The order shall be renewed at least each new school year and indicate that it may be safely administered by school personnel other than the school nurse. The *School Medication Permission Form* shall be used. An individual form must be filled out for each medication.
3. Over the counter medications including Tylenol, cough medicine, cough drops, aspirin, etc. may be given at school with a *School Medication Permission Form* completed by a doctor. The parent must provide the school with a new unopened bottle in the original package for over-the-counter medication to be dispensed during school hours.

4. **Use of Inhalers for Asthma and EpiPens**

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student and parent/guardian follow State law requirements for self-administration of emergency medications. In keeping with State law, specific asthma medication and EpiPen medication may be kept with the student and administered as needed. Asthma medications that are used as rescue inhalers may be brought to school as needed without a written school medication permission form; provided that the inhaler has the pharmacy label on the side of the inhaler for all school personnel to observe. The pharmacy label must include the student's name, doctor's name, and written instructions for inhaler use. A school permission form for self-carry and self-administration of EpiPen or EpiPen Jr. must be on file in the student's health records, as well as display the pharmacy label clearly for all personnel to observe. The pharmacy label must include the student's name, doctor's name, and instructions for use. All medication permissions must be renewed yearly. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

All other medications must be turned into the school office/nurse. Medications are not allowed to be kept in students' desks, lockers, or personal possession, etc. The School District retains the discretion to reject requests for the administration of medication.

**Care of Students with Diabetes**

If your child has diabetes, a Diabetes Care Plan must be submitted to the school nurse and remain on file annually in the student's health record. Parents/guardians are responsible for informing the school if the student requires additional assistance with managing this condition while at school and at other school functions and must:

1. Inform the school in a timely manner of any change that needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the school nurse.

### **Available Emergency Medications**

The following medications are kept in the nurse's office for emergency situations: stock EPI pens and NARCAN. For more information about these emergency medications, please contact the school nurse.

### **Contagious Diseases/Contagious Conditions**

Please notify the school office in the event that your child has contracted a contagious disease (strep throat, scarlet fever, chicken pox, measles, whooping cough [pertussis], roseola, or fifth disease). Also, please notify the school office if you suspect other contagious conditions (ringworm, lice, scabies, impetigo, or pink eye). The child should be seen by a physician for diagnosis and treatment before returning to school. Your physician may write a note that informs the school of the following information: child's name and diagnosis, treatment, restrictions related to school, and release to attend school.

### **COUNSELING SERVICES**

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

### **CREATING A FOUR YEAR PLAN**

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

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

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

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

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

This is particularly important if a student wishes to enroll in TCD courses or other sequenced courses as a junior or senior.

## **CREDIT MONITORING SYSTEM**

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

### **8th grade:**

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

### **9th grade:**

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

### **10th grade:**

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

### **11th grade:**

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

### **12th grade:**

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

## **COLLEGE PLANNING**

Preparation for college begins when a student is in 8th grade during the high school course selection process. Students should enroll in the most rigorous academic program appropriate for them. College admission requirements state only the minimum academic preparation desired by the college or university. It is advisable to present credentials beyond these minimums to increase chances of admission. Admission requirements can change frequently. Students should communicate with their Westmont High School counselor AND colleges of their choice early in their high school careers.

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

## **COURSE SELECTION PROCEDURES**

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

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

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

## **SCHEDULING & SCHEDULE CHANGES**

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

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

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

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

### **DROPPING COURSES**

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

Students who drop a course after 10 days for the first semester and 7 days (applied to semester courses only) for second semester will show an "F" on their permanent record and be assigned a study hall.

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

### **ADDING COURSES**

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

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

### **REPEATING /AUDITING COURSES**

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

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

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



## **EARLY GRADUATION**

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

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

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

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

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

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

1. The classes make up failed classes.
2. The classes permit a student to take additional classes at Westmont High School.

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

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

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

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

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

## **TRANSCRIPT REQUESTS**

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

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

There are three ways this can be done:

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

Registrar  
Westmont High School  
909 Oakwood Drive  
Westmont, IL 60559

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

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

**GRADUATION REQUIREMENTS**  
**CLASS OF 2021/2022/2023/2024**

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

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

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

<u>Subject Areas</u>		<u>Credits</u>	<u>Total Credits</u>
English	English 9	1.0	
	English 10	1.0	
	English 11	1.0	
	English 12	1.0	
	<b>Subject Total</b> .....		<b>4.0</b>
Mathematics	Six Semesters	0.5 each ..	3.0
Science	Four-Six Semesters <i>(depending on course of study)</i>	0.5 each ..	2.0-3.0
Social Science	Social Science Elective	0.5	
	Social Science Elective	0.5 (non U.S.)	
	U.S. History	1.0	
	Government	0.5	
	Consumer Economics	0.5	
Constitution Test	Pass Standardized Assessment		
	<b>Subject Total</b> .....		<b>3.0</b>
Physical Education <sup>1</sup>	PE - 6 Semesters	3.0	
	Health - 1 Semester	0.5	
	Drivers Ed <sup>2</sup> - 1 Quarter	0.25	
	Swim <sup>3</sup> - 1 Quarter	0.25	
	<b>Subject Total</b> .....		<b>4.0</b>
Fine Arts	Fine Arts .....		0.5
Business	One Semester Class .....		0.5
	TOTAL SUBJECT AREA REQ. = .....		17.0-18.0
	TOTAL REQUIRED ELECTIVES =.....		4.0-5.0
	<b>TOTAL GRADUATION REQ. = .....</b>		<b>22.0</b>

<sup>1</sup>Except for Driver's Education and Swim classes, a semester course is awarded .5 credit.

<sup>2</sup>By law, students who have not passed eight classes in the previous two semesters may not be enrolled in Drivers Education. Students who get a license without taking Dr. Ed. at WHS must take PE.

<sup>3</sup>Passing of one (1) quarter of swimming is required for graduation.

### **ADDITIONAL GRADUATION REQUIREMENTS**

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

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

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

### **THE SEMESTER SYSTEM**

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

### **SEMESTER SYLLABI**

A syllabus for each course will be provided to each student at the beginning of each semester. This syllabus will clearly explain course objectives, appropriate texts and supplies, assessment/grading policies and attendance/behavior expectations.

### **GRADES/GRADE SCALE**

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

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

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

- A =90-100** Student work is above expectancy, more than usual effort is made, quality of work is consistently excellent, student demonstrates a strong desire and performance to do superior work.
- B=80-89** Quality of work is very good, student successfully completes all of the acceptable standards.
- C =70-79** Student work is average, the quality of work warrants the earning of credit hours in the course.
- D =60-69** Generally below standards, though the student has made an effort to complete assignments and participate in class. Minimum level at which teachers can approve credit.
- F=0-59** No Credit. The student has not satisfied minimum course standards.

**INCOMPLETE GRADES**

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

**GRADE POINT AVERAGE**

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

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

Letter Grade	Regular Class	AP/Honors Class
A	4 Points	5 Points
B	3 Points	4 Points
C	2 Points	3 Points
D	1 Point	1 Point
F	0 Points	0 Points

**Class of 2021, 2022, 2023, and 2024**

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

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

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

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

### **PARTICIPATION IN COMMENCEMENT CEREMONY**

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

### **ADVANCED PLACEMENT COURSES**

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

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

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

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

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

### **TECHNOLOGY CENTER OF DUPAGE**

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

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

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

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

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

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

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

All applicants must complete the following:

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

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

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

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

### **INDEPENDENT STUDY**

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

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

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

### **COLLEGE OF DUPAGE**

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

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

## **STANDARDIZED TESTING INFORMATION**

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

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

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

## **Attendance**

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

## **School Achievement and Attendance**

Daily attendance is one of the most important factors affecting school achievement. Research indicates that student attendance is highly correlated with success in academic courses and standardized assessments. Time missed from the classroom, where students and teachers interact can never truly be made up, even by doing "late or make-up" work.

Westmont High School has developed the following attendance policies and procedures to emphasize the necessity for students to be in attendance at school where they can maximize their learning opportunities. Ensuring regular school attendance requires a cooperative effort by all stakeholders: parents, students, teachers, non-certified staff, administrators, local officials and the community at large.

\*For more information of best practices related to attendance, visit [www.attendanceworks.org](http://www.attendanceworks.org).

## **After School Assistance Program (ASAP)**

All WHS students are required to stay on Wednesdays from 1:46 – 2:46 p.m. for academic assistance and enrichment opportunities.

Administrators and teacher discretion for early dismissal at 1:46 p.m. may be used for students on an individual basis.



### **Attendance Goals**

Westmont High School has committed to the following goals:

- 96% average daily attendance (ADA) or student attendance rate (SAR)
- Improve academic performance through frequent attendance
- Develop positive habits for success in colleges and careers

### **Attendance procedures**

Attendance is taken at the beginning of every period by every teacher. Westmont High School uses SKYWARD software to track and record attendance. Attendance reports may be generated daily the Dean and local administration. Parents may also access student attendance and academic record via SKYWARD parent. For parent access to SKYWARD visit [www.cusd201.org](http://www.cusd201.org), click on the SKYWARD Family Access ICON located on the top of page.

### **Student Absences**

There are two types of absences: excused and unexcused.

Excused absences include:

- Student Illness with parent/guardian contact; 3 consecutive days will require a physician's excuse
- Medical or dental appointment during the school day (documentation may be required)
- Judicial/Court
- Quarantined as imposed by health official (documentation required)
- Homebound (documentation required)
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- College/university visit (prior and post documentation is required)
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of student
- Other situations beyond the control of the student as approved by the Superintendent or Principal

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

Unexcused absences include:

- Oversleeping
- Refusing to attend school
- Shopping
- Missing the bus
- Car problems, traffic or train delays
- Work
- Babysitting
- Completing work for a class

- Senior Ditch Day
- Extended Vacation
- Any instance of truancy

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

### **IF YOU ARE LATE TO SCHOOL**

Students arriving late to school must secure a late-pass from the Attendance Office to enter class. Multiple unexcused tardies will result in disciplinary action. Reliable transportation (school bus) is provided by the school district. Therefore, students choosing their own form of transportation are responsible for their on-time arrival. Automobile problems experienced by student drivers are not considered an excused late.

### **EXCUSED TARDINESS**

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

### **UNEXCUSED TARDINESS**

Timely arrival to classes is crucial to the success of individual students and the cultivating of a positive learning environment.

Students arriving late to class are expected to join the lesson in progress. Teachers are not obligated to review activities and/or provide make-up opportunities missed due to unexcused tardiness. Unexcused absence reasons apply to tardiness.

### **EARLY DISMISSAL:**

Westmont High School does not have an open campus. Students leaving the building without prior approval from their parent/guardian and the Attendance Office will be considered truant. Medical and dental appointments should not be scheduled during school hours.

When this is impossible, **early dismissal will be arranged if the parent writes a note** stating the date and time of the early dismissal and explaining why an early dismissal is required. The note must be brought to the Attendance Office. Upon receiving the note, the Attendance Office will then issue an early dismissal pass that will excuse the student from class at the designated time. If the student returns to school the same day, a pass is required from the Attendance Office before reporting to class.

### **MAKE - UP WORK**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The number of days permitted to complete the make-up work will be determined by each teacher and will be at least the same number of days he/she has been absent. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

### **ATTENDANCE/ABSENCE and HOMEWORK WHEN ILL**

Regular attendance of students is necessary if they are to take full advantage of the school's educational opportunities. Even though assignments for periods of absence may be made up, in reality, some learning experiences can never be recreated.

For this reason, vacations during school time are strongly discouraged and make up work will not be provided for this unexcused absence. As a safety precaution, if the office has no information by 9:30 a.m., a phone call will be made to your home or place of work.

When your student is absent, the parent/guardian should call the school, 468-8100, between 7:30 a.m. and 8:15 a.m. Or, call the absence line phone number, 468-8190. You can access this number at any time and leave a message.

When calling in an absence, a reason must be given (for example: vacation, family business, funeral, cough, vomiting, etc.). We are required to track illness trends in all schools as part of surveillance for local public health. **When a student is hospitalized or is absent for (3) consecutive days, a physician's note will be necessary to excuse absence accordingly.**

In addition, in the case of chronic or frequent absences, a physician's note may be required for each day or days of absence reported due to illness. This physician's note must document each day the child was absent and the diagnoses for each absent day. If your student is absent from school you may make arrangements for one of his/her classmates to pick up homework for them on that day.

Homework may be requested by contacting the office and/or teachers through their school email address on Skyward. It will be ready for pickup in the school office at 3:30 p.m. on the following day. Following any absence, it is the student's responsibility to inquire about missed schoolwork or exams and to complete them.

A student will be allowed one day to make up work for every day of excused absence. Westmont High School understands there could be extenuating circumstances influencing the time assignments could be made up.

- Parents will be notified, in writing, in the event their child is absent all or part of 5% of days that school is in session. This notification will take place regardless of medical excuses. These notifications are sent at the end of each grading period.
- Parents are hereby notified that if the excessive absenteeism continues, a referral will be made to the DuPage County Regional Office of Education.

**If your child has an accident that results in a concussion, requires stitches or orthopedic casting and is unable to participate in physical education or recess, a physician's note is required.**

#### **KEY TRUANCY AND ATTENDANCE TERMS**

**Average Daily Attendance (ADA)/Student Attendance Rate (SAR)**-Percentage of students of the entire student body in attendance on any given scheduled attendance day (Example 500 student population, 25 students absent, 95% ADA/SAR).

**Truant**-A student who is subject to mandatory school attendance (Illinois School Code: 105 ILSC 05) and who is absent without valid cause from attendance for a school day or portion of a school day is considered truant.

**Chronic truant**-A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days will be considered a chronic truant.

**Chronic absentee**-A student who is subject to obligatory school attendance and who is absent frequently with and without valid cause for a several days and has missed 5 percent of school days.

**Regular attendee**-A student who is subject to compulsory school attendance and maintains attendance at or above 95%.

**Perfect attendee**-A student who is subject to compulsory school attendance and is present and accounted for all 180 regular attendance days and any absence incurred is exempt:

- Field Trip
- IHSA Sponsored Activities
- Internal Nurse Visit, Counselor Appointment, Other therapeutic or academic service in school
- Administrative Conference

**CONSEQUENCES FOR UNEXCUSED ABSENCES, TRUANCY AND TARDIES**

- Verbal Warning
- Attendance Contract/Plan
- Parent Conference
- Dean’s detention
- Withholding of school privileges

Responsibilities	
Tardy #1	Teacher warning
Tardy #2	Teacher makes phone call home
Tardy #3	Teacher intervention – Skyward “informational only” update
Tardy #4	Teacher submits a Skyward referral – student detention and parent contact by administration (Dean)
Tardy #5	Teacher submits a Skyward referral – student detention is issued and parent conference
Tardy #6	Teacher submits a Skyward referral – Friday detention and Truancy Warning Submitted
Tardy #9	Teacher submits a Skyward referral – Teacher and Administration make a parent contact, Friday detention is issued, DuPage Truancy Formally Notified
Additional Tardies	Teacher submits a Skyward referral – Teacher and Administrator make a parent contact, Friday detention is issued, and Truancy Ticket issued

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

Westmont High School Administration may also issue a fine in partnership with the Village of Westmont/Westmont Police Department to truant or chronic truant students and/or parents/guardians.

**INCENTIVES**

Westmont High School may reward students, classes or grade levels for meeting the Attendance goal of 96%. Incentives may include:

- Off-Campus Lunch for Seniors with parent permission  
*Subject to Dean approval*
- Healthy Treats
- Free admittance to school event, Gift Cards/Sports tickets

### **BULLETIN BOARD, POSTED NOTICES, AND NON-CURRICULAR LITERATURE**

All bulletins posted in the school must be approved by school administration. See Policy 8:25.

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

The posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed.

Permission will be denied to post or distribute any material that would: disrupt the educational process; violate the rights of others, including material that is defamatory; invade the privacy of others; infringe on a copyright; or be obscene, vulgar or indecent.

Non-profit organizations serving district residents may ask to have simple flyers posted to a common bulletin board on the district website. No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from candidates for non-students' elective office shall be posted in the school or distributed to students.

### **CARE OF BUILDING AND GROUNDS**

This is your home for a good portion of the day. Please take pride in both the building and the grounds. Make every effort to keep the school as neat and clean as possible. Vandalism is a selfish act and deprives others of what is also rightfully theirs. In addition to disciplinary action, payment must be made for all vandalism.

### **CELL PHONES**

Cell phone use in school is a potential distraction to the learning environment. However, cell technology can be of academic benefit to the educational process if utilized prudently.

With this in mind, we expect students to utilize cell phones in an academically appropriate manner. Cell phones may be used for academic purposes in class rooms with teacher permission. Unauthorized cell phone use will result in confiscation. Repeated inappropriate use of cell phones on campus may result in disciplinary action. Refusal to surrender a cell phone to staff member will be considered insubordination and will result in appropriate discipline. WHS is not responsible for cell phones if misplaced on campus. Cell phones used in a manner that might compromise a person's right to privacy (including but not limited to taking and/or sharing unauthorized pictures, videos, correspondence) will be disciplined for gross disrespect.

When used responsibly, cell phones may be used in the Commons area before school, after school and during lunch periods. Students are not to use cell phones in any other area other than the Commons unless expressly authorized by staff.

### **CLOSED CAMPUS**

Westmont High School has a closed campus. Students are to remain in school during the school

Seniors who are on track for graduation and enrolled in six academic classes may be released from a seventh period study hall if scheduling permits. If students opt for early release, they are required to leave campus immediately following the conclusion of sixth period.

Early release will be revoked in the following situations:

- ❖ if graduation status is affected due to failures or a dropped class
- ❖ if a student does not maintain a six period class schedule
- ❖ if students repeatedly linger in the building after their early release

### **CLUBS**

Clubs may be formed only with a school approved sponsor, at least seven members, a charter statement, regularly scheduled meetings (at least eight per year), and clearly defined financial expectations (dues, etc.).

### **CRITICAL INCIDENT PROCEDURES**

Westmont High School has developed a specific plan to provide a safe environment. The school will have “disaster drills” from time to time to facilitate this process. Students are asked to keep quiet and orderly at all times during these drills. Teachers will move students from classes to protected areas as is appropriate.

### **DAILY ANNOUNCEMENTS**

The daily announcements will be read over the intercom and will be posted on the website and are available via e-mail once the online subscription is completed at <https://www.cusd201.org>.

### **DANCES**

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

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

### **DRIVING PRIVILEGES AND RESPONSIBILITIES**

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

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

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

Cars parked without a permit will be ticketed. School authorities may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school property owned and controlled by the school and personal effects left in these places, without a search warrant and without the notice and consent of the student. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. (IL School Code 5/10-22.6 (e). Students are not permitted to drive or be a passenger in a car to the Technology Center of DuPage without the written permission of the parent/guardian and a school administrator.

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

### **DRUGS AND MEDICATION**

All prescribed and non-prescribed drugs and medication must be placed in the care of the school nurse. Students may not possess any form of drugs (drug paraphernalia), or medicine at any time, unless such substance is registered with the school nurse. All medication, including over the counter drugs such as aspirin and cough drops, cannot be dispensed by the school nurse unless it is at the written request of a physician. Illegal use, distribution, or possession of drugs, including look-alike drugs, will be referred directly to Police authorities and result in disciplinary action.

The school district endorses a policy built upon prevention, identification of the chemically involved and appropriate intervention with provision of supportive services. The District's prevention program focuses on classroom instruction, parent education, guidance and counseling, and the school climate. The District will encourage any student believed to be involved in chemical dependency to seek treatment and rehabilitation. The District's goal is a student population free of any chemical dependency. If school officials have a reasonable suspicion that a student is in possession of illegal substances, the Westmont police department K-9 unit may be utilized as part of the investigation.

### **FIELD TRIPS/STUDENT TOURS POLICY**

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

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

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

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

### **FINANCES**

All money from all clubs and activities is to be deposited and accounted for with the Business Secretary at the close of each day. Disbursements of funds can only be made by the advisor and the activity sponsor. All money collected by teachers or students must be deposited with the Business Secretary. Receipts will be issued for all the money turned in.

### **FIRE EMERGENCY PROCEDURES**

Westmont High School has designed a safe and efficient procedure for emergency exit of the building in case of fire. Students should remain quiet and calm while exiting the building in an orderly fashion and using appropriate and available exits.

### **FOOD/BEVERAGES**

Food may only be consumed in the Commons area. Covered beverages in paper cups, reusable containers or plastic bottles may be permitted in classrooms with teacher approval. Glass, ceramic or otherwise breakable containers are not permitted.

### **FREE AND REDUCED LUNCHES**

Free and reduced price lunch programs are available to qualifying families through the State of Illinois. Application forms are available in the Registrar's Office or at the district office.

### **LOCKERS**

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

### **GYM LOCKS AND LOCKERS**

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

### **PHYSICAL EDUCATION POLICY OF PARTICIPATION**

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

### **EXCUSED ABSENCES**

1. Documented (doctor, nurse or parent note) illnesses or injuries of short duration must be made up to avoid a failing grade if such absences exceed seven days in a nine-week course or 14 in a semester course. If a student abuses this policy, such absences may be noted as unexcused and graded accordingly.
2. Students excused from participation in physical education activities (as noted by a physician due to extended illnesses or injuries) will be provided alternate assignments in physical education (scorekeeping, report writing, etc.). A typical instance of this nature would refer to any student unable to participate for two weeks or more.

### **UNEXCUSED ABSENCES: (NON-PARTICIPATION)**



After one (1) unexcused absence, students will lose one (1) letter grade per absence. An unexcused absence includes, but is not limited to, the following: refusing to dress or participate, being truant, forgetting gym apparel, or offering an excuse that is lacking in substance. After the second and fourth no dress, the teacher will notify the parent/guardian of failure to participate.

Bracelets, necklaces and jewelry are not to be worn during physical education activities. Personal belongings are to be locked in the student's locker during the activity period.

No running is allowed in the shower and locker room areas. No one is to enter the restrooms or locker rooms during activity periods without permission from the instructor.

### **ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM**

Academic dishonesty, cheating, and plagiarism are serious matters that challenge each student's goal of being responsible.

These may include one or more of the following actions:

1. Copying computer internet materials or software without proper documentation or in violation of copyright law.
2. Summarizing material without acknowledging the source.
3. Representing the work of someone else as one's own work
4. Obtaining or accepting a copy of a test or answers to a test.
5. Copying another student's homework or test answers; or providing work or answers to another student.

In short, any action intended to obtain credit for work not one's own is dishonest. Students who engage in such dishonesty may be penalized by receiving a grade of "0" for the assignment. Repeated offenses could result in a grade of "F" for the course.

### **DRIVERS EDUCATION**

Most rising sophomore students take the required Driver's Education course at Westmont High School. While the classroom portion of Driver's Education is a WHS graduation requirement, the Behind the Wheel (BTW) portion is not. An additional fee (which is minimal compared to private companies) is required for students who decide to take the BTW portion of the class.

If any rising sophomores plan to take Driver's Education privately outside of WHS, they will need to receive proof of completion upon finishing the course. This document must then be submitted to the WHS Guidance Department at the beginning of the school year in August so that the WHS Driver's Education course can be removed from students' schedules and replaced with a Physical Education course.

### **RADIO/MUSIC PLAYERS AND HAND HELD VIDEO GAMES**

Personal radios, iPod/MP3 players, CD/tape players with headsets, and hand held video games are often a distraction to the learning environment and students are discouraged from bringing these items to school. Therefore, WHS is not responsible for those items on campus. Refusal to surrender an electronic device to staff member will be considered insubordination and will result in appropriate discipline. Personal headphones are not permitted in classrooms, hallways, study halls and locker room between 7:55 and 2:46. Students in possession of these items in areas where they are prohibited during normal school hours will have these items confiscated for the remainder of the day. Continued violation will result in

disciplinary action. When used responsibly personal stereos with headsets are permitted in the Commons area during lunch periods and before and after school.

These items must be properly stored before leaving the Commons. Students are not to possess headphones in any area other than the Commons.

When used responsibly and only with study hall supervisor's approval, headphones may be used in study hall. This determination will be made by the study hall supervisor on a daily basis.

### **RULES REGARDING THE USE OF THE COMMONS**

When students are in the commons, they are asked to follow these basic procedures:

1. Students are required to clear their table after eating. Trays and dishes are to be taken to the designated area and all paper ware deposited in the containers provided.
2. Students may bring their own bag lunch. Milk may be purchased at one of the serving areas.
3. Students are to refrain from excessive loud talking or other activities which may infringe upon the rights of others.
4. Throwing food or objects will not be tolerated.
5. Students who are not supervised by staff personnel must leave the building by 3:00 p.m.
6. Failure to follow Commons rules will result in disciplinary action.

### **SCHOOL PROPERTY SEARCHES**

School authorities may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school property owned and controlled by the school and personal effects left in these places, without a search warrant and without the notice and consent of the student.

If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. (IL School Code 5/10-22.6 (e))

### **SERVICE EDUCATION**

Becoming a teacher's aide or an aide in the office can be a worthwhile experience; however, only one such experience is permitted per semester.

### **SMOKING, ALCOHOLIC BEVERAGES, AND ILLEGAL SUBSTANCES**

Student smoking, use of alcoholic beverages, or use of illegal substances is not allowed in the building, or on school grounds (including the school parking lot), or in school buses. Students should not have alcoholic beverages, smoking paraphernalia or illegal substances of any kind in their possession. Using, possessing, distributing, purchasing, or selling tobacco materials or alternative nicotine or similar substance products by students is not allowed. Students in violation of this regulation will face school consequences. Criminal offenses may result in police involvement.

### **STUDENT DRESS AND GROOMING**

Clothing which creates a disruption of classroom order will not be permitted.

The responsibility for student dress and grooming is that of the students and their parents. Basically, dress and grooming guidelines are threefold:

**HEALTH AND SAFETY** - Students should not wear clothing, jewelry, shoes, or hair-styles that can be hazardous to them in their school activities such as classes involving lab work, physical education, food preparation, and art.

Grooming and dress which prevent the student from doing his best work because of blocked vision or restricted movement such as hats or coats, are not allowed as are dress styles that create, or are likely to create, a disruption of classroom order. Proper footwear must be worn at all times. Girls and boys alike may be asked to wear a protective net or cap if the hair is too long for health and safety precautions in laboratory situations, such as: science, home economics, etc. Any dress that can be inferred to be gang-related is also not permitted.

**APPROPRIATE ATTIRE** -Appropriate attire and grooming are critical to the maintenance of a safe and educationally conducive school atmosphere. Students' dress must not be disruptive to the educational environment or compromise reasonable standards of health, safety, and decency. Individual attire and grooming are the responsibility of the student and their parent/guardian. Students are expected to maintain a neat and modest appearance during school and school-sponsored functions, including semi-formal and formal dances.

To insure that the rights of all students are protected, the following will not be permitted:

1. Dress or appearance which is clearly disruptive and disturbing to the maintenance of a positive educational environment.
2. Dress which displays gang symbols or drug paraphernalia, other controlled substances or other references to drugs, alcohol or tobacco. This includes dress or appearance that can be inferred to as gang related.
3. Dress which displays obscenities, violence, racism or sexism, innuendoes, or other expressions either harmful to the normal development of younger and less mature students, or offensive to the reasonable sensibilities of students, faculty or other school personnel.
4. Students are not allowed to wear t-shirts with cut-off sleeves that expose their shoulders and/or their torso/ribs.

### **HATS/HEADGEAR/SUNGLASS**

All hats, headgear, bandanas, hoodies, headbands and sunglasses are to be removed upon entering the school building. This includes school day and extra-curricular activities and events. Students with documented medical and/or religious reasons for head covering or sunglasses will be exempt from this policy. Hats, headgear, bandanas, hoodies, headbands and sunglasses must be placed in lockers throughout the school day. Students failing to comply will have these items confiscated.

**Guidelines** - The following guidelines have been established to help clarify what is expected:

Students will be required to wear clothing that covers their entire body completely and appropriately from shoulders to mid-thigh (approximately 5 inches above the knee). Specifically:

- Skirts, shorts and athletic wear of extremely short length are prohibited and must measure to mid-thigh.
- Tube tops, halter-tops, strapless garments and short cut (crop) tops and garments with one shoulder are prohibited.
- Midriffs and backs must be covered at all times.
- Students are not allowed to be shirtless.
- Gym uniforms can only be worn in designated areas of the school.

- Appropriate shoes should be worn at all times.
- Sunglasses may not be worn in the building.
- Clothing that reveals undergarments (saggy pants, pants worn below the waist) is not permitted.
- Students should not wear clothing or hairstyles that can be hazardous to them in their school activities such as lab work, physical education and art.
- Grooming and dress which prevent the student from doing his best work because of blocked vision or restricted movement such as hats or coats, are not allowed.
- Students may be asked to wear a protective net/cap for health and safety precautions in laboratory situations.

*Note: Any questions or concerns regarding these guidelines should be directed to the Dean or other building administrator. Building administrators have the final authority for judging the appropriateness of a student's appearance. Students who are in violation of the Dress Code Guidelines will be sent to the Dean's office. They will be instructed to change into more appropriate clothing, wear school provided attire that must be returned at the end of the day, or be sent home **unexcused** to change clothes. Three or more violations of wearing inappropriate attire is considered "defiance" and will result in additional disciplinary consequences being issued.*

### **VIDEO MONITORING CAMERAS**

Good conduct is an important safety factor. CUSD 201 approves the use of video cameras on school buses and common areas for the primary purpose of reducing disciplinary problems and vandalism, thereby providing for a safer environment for our students.

### **VISITORS**

All visitors to school must first report to the Attendance office, receive a visitor's pass, and then be escorted by the Dean or by someone he has selected to do so. Friends from other area schools will not be permitted to visit unless they are part of an organized student exchange program. Advanced permission of at least three days is required. In addition to written parental permission, parent contact is also required.

### **CAFETERIA SERVICE**

Lunches are served during regularly scheduled lunch periods.

Students are expected to observe acceptable social behavior such as: proper disposal of trays and other lunch materials, eat only in the cafeteria, clean up the table area, and refrain from running, shouting, or other disruptive activity. Students are required to remain in the cafeteria until the end of the lunch period unless permission is granted by the lunchroom supervisor.

Every student is issued an ID card at the beginning of the school year. The ID card has a barcode that the Meal Time System scanners read. Once students have an account, their ID card is scanned and items are entered in the register. It is important that students have their ID card daily. Students can get a replacement ID at the cost of \$8.00. Students should see the Attendance Secretary to arrange for replacement ID.

### **OPEN CAMPUS LUNCH**

Open campus lunch will be granted on a periodic basis for students in the senior class. Prior to participating in open campus lunch, seniors must receive written permission from their parent/guardian and submit the required paperwork to the Dean of Students. Seniors who are not passing a class will not be allowed to participate.

## **LOST AND FOUND**

While students are responsible for their personal belongings and school issued materials, occasionally such items are misplaced. The lost and found area is located in the Nurse's Office. Students are encouraged to keep their gym and hall lock combination confidential and to make certain their locker is securely locked.

## **WORK PERMITS**

Students between the ages of 14 and 16 must obtain a work permit before beginning their employment. Please adhere to the following procedure in obtaining a work permit:

1. Having obtained a job, secure a letter from your employer stating the nature of the work and the hours.
2. Bring the above employer's letter, your birth certificate, and your social security number to the administrative secretary.
3. Permits will be issued providing the work and the hours are not in violation of state child labor laws.
4. Permits can be obtained from the administrative secretary.

## **MEDIA CENTER**

The Library and Media Center is open to students before and after school and throughout the school day. Students may sign out of study hall and report to the Media Center with prior approval from one of their classroom teachers. Teachers may also send students down to utilize the writing center or to access resources throughout the school day. All students must have a pass to visit the Media Center during regularly scheduled class times.

### **I. REASONS FOR STUDENTS TO VISIT THE MEDIA CENTER:**

- a. Utilize the Writing Center.
- b. Access general information, research, or literature
- c. Work independently on school projects, homework, or furthering personal goals.
- d. Use computers or technology.
- e. Check out a CB loaner or request tech support.
- f. Participate in clubs or other school activities.
- g. Access the internet or print homework assignments.
- h. Read independently for pleasure or for a class.
- i. Participate in media center activities.

### **II. STUDY HALL IN THE MEDIA CENTER—WHAT IT LOOKS LIKE:**

- a. Students check in with their study hall teacher for attendance and bring pass to the Media Center
- b. Students come with a specific goal or project.
- c. Students are engaged in media center activities or academic work.
- d. Students are working independently or in small groups.
- e. Students are respectful of other students working in the Media Center.

### **III. LUNCH IN THE MEDIA CENTER- WHAT IT LOOKS LIKE:**

- a. **NEW!** Students *may not* bring food to the media center during lunch (or any other time) unless approved by Media Center staff. Lunch activities where food is allowed will be advertised appropriately.  
In addition to participating in Media Center activities, (See Sec.1) students may visit the Media Center during lunch to simply recharge in a quiet environment.

**IV. CIRCULATION POLICIES, OVERDUE BOOKS, AND CHARGES:**

The loan period for library books is set at 10 weeks to accommodate independent reading projects. Students have the option to renew or return their book to the Media Center at the end of the loan period. After the 10-week loan period ends, books are considered “overdue” and start to accrue late charges. We give all students the opportunity to have their late fees forgiven. The following stipulations apply:

- a. Students must return all library books to the Media Center by May 21st. Any unreturned books will be marked as a “lost” item, and the student will be charged for the replacement cost of the book.
- b. Students who need a book between May 21<sup>st</sup> and the end of the school year may request an extended due date.
- c. Seniors will not be able to check out with the Media Center unless all their library books are returned and fees are paid.
- d. Late charges for overdue books that are returned to the library will be waived, as long as the book is returned in good condition by May 21<sup>st</sup>.

**V. LOST OR DAMAGED BOOK POLICY:**

- a. If a student has lost or damaged a library book, he/she will be charged for the replacement cost of the book.
- b. If a lost book is returned in good condition after it has been marked lost (i.e., the following school year), the replacement cost will be refunded, but the student will incur a \$5.00 reshelving charge.

**CHROMEBOOK 1:1 POLICIES AND PROCEDURES**

**PLEASE REFER TO THE COMMUNITY UNIT SCHOOL DISTRICT’S CHROMEBOOK 1:1 STUDENT/PARENT HANDBOOK.**

**CLUBS AND STUDENT ORGANIZATIONS**

Business Professionals Of America (B.P.A.) - What sets you apart from your friends? What leadership experience do you have for your college applications and resumes? When seeking an internship while in college, hiring managers look at leadership opportunities that you have been involved in. The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

All Business Education students are encouraged to join Business Professionals of America.

BPA is for students pursuing careers in finance, accounting, business administration, management, marketing, communications, human resources, management information systems, digital communication and design.

BPA members contribute to the community by participating in civic activities throughout the school year. Students will also attend leadership conferences at the regional, state and national levels. BPA members will participate in a competitive event structure based on five distinct assessment areas:

- Finance
- Management Information Systems
- Management, Marketing & Communication

- Business Administration
- Digital Communication and Design

These assessments prepare the students for the rigor of college courses through activities linked to Common Core Standards and College Readiness Standards. Meetings are held throughout the school year.

**ENVIRONMENTAL CLUB** - The Westmont High School Environmental Club is based around creating a sustainable environment for future generations. Club members are critical to the recycling efforts of the school and reduce the amount of waste that is sent to landfills each week. One of the main functions of the Environmental Club is to tend and monitor the school garden. Members tend to the soil, sow seeds, harvest produce, and gather data regarding the garden's production and upkeep. The environmental club also takes several trips to local parks, museums, and forest preserves in order to observe and participate in critical environmental field work. The Environmental Club strives to preserve and care for the natural resources of the Earth through its various activities.

**FRENCH CLUB** - The French Club was established to further the interest and experiences of students pursuing the French language. Social events include eating at ethnic restaurants and planning trips to areas of French culture, including France itself.

**GEOGRAPHY CLUB** - The Geography Club's motto is "See the world without leaving Chicago," is the simplest way to state the purpose of this club. Within the Chicago Metropolitan Area, there are hundreds of different cultures and thousands of different cultural celebrations each year. The aim of this club is to experience as much of this cultural cornucopia as possible through monthly excursions to different events, neighborhoods, and restaurants.

**MODEL UNITED NATIONS** - In Model United Nations (MUN), students take on the role of United Nations' representative from another country and take part in simulations of the UN over critical world issues. The club goes to at least three MUN's each year at various colleges and universities in the Chicago area. It also conducts a MUN during the months of December and January within the high school.

**NATIONAL HONOR SOCIETY** - The highest honor for a Westmont High School student is membership to the National Honor Society. Induction ceremonies take place in the spring of each year. Students are selected based upon the following qualities: scholarship, character, service and leadership. Sophomores, juniors, and Seniors with a 3.5 cumulative GPA (at the end of the 1st semester) are invited via email to apply online. The Faculty Council reviews each candidate's qualifications in the aforementioned areas. Candidates receiving a majority vote by the council are inducted into the chapter. Sophomores and juniors who are not inducted are encouraged to repeat the process the following year. The National Honors Society advisor will offer suggestions for improving a student's chances of acceptance for the following year.

**ROTARY INTERACT** - This student organization is sponsored by the Westmont Rotary Club and is open to students who enjoy involvement in service related projects for the school and the community. All students are invited to join. Meetings are held every other week.

**SCHOLASTIC BOWL** - This organization consists of juniors and seniors who are interested in academic competition. The team participates in conference scholastic bowl contests, the WYSE competition, college contests for high school students, and department sponsored contests.

**SENTINEL BUDDIEZ CLUB** - This club provides an opportunity for one-on-one friendships for persons with disabilities. Peer buddies (non-disabled students) are matched up with a buddy (a student with a disability) for a one-to-one friendship for the academic year.

SPANISH CLUB - Spanish Club is open to students that are interested in all things Spanish! Throughout the school year, we will prepare ethnic treats, watch movies in Spanish and expand our cultural knowledge of Spanish-speaking countries. ¡Olé!

SENTINEL PRIDE CLUB- A leadership team consisting of enthusiastic students working together on a positive school culture and environment in which all students feel welcomed, respected, and valued. This group will plan, execute, and participate in spirit-based activities, service-centered opportunities, and fund raisers that may be school, district, or community-based, to promote a positive and kind culture. Currently we meet bi-monthly on Wednesday mornings at 7:30AM. Freshman, sophomores, juniors, and seniors are encouraged to join Sentinel Pride!!

STUDENT COUNCIL - This is an organization made up of student volunteers at Westmont High School. Meetings take place 1-3 times per month (depending on events being held during the month) before school. Student Council is responsible for organizing such events as Senior T-shirts, Homecoming, Battle of the Bands and the Variety Show. All students are welcome to attend meetings and participate in events throughout the school year. Student Executive Board members are appointed based on academic merit, leadership skills and activity/dedication with the organization.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.) - This organization plans activities that raise awareness about the importance of positive decision making. Club activities include, but are not limited to: Homecoming Spirit Games, Distracted Driving Week, Random Acts of Kindness Week, Operation Prom, spring and fall blood drives, and SADD Leadership Retreat. SADD also offers an annual scholarship to students through Life Source. Students do not have to be a member of SADD to apply.

WESTMONT ALLIANCE – The goal of the Westmont Alliance organization is trifold: support, social, and activist.

Support: The WHS Alliance will focus on creating a safe space for LGBTQ students to talk about their feelings, questions and issues they're facing at home, at school and in their everyday lives.

Social: The WHS Alliance will also create a fun and safe place for students, on and off campuses, to meet other LGBTQ & Ally students, make friends, and celebrate being LGBTQ & Ally people.

Activist: The WHS Alliance will educate students, teachers, parents, and community members on how to create a safer and more accepting school for LGBTQ students by evaluating school rules & policies, training staff & students, and helping to stop harassment & discrimination.

YOUTH AND GOVERNMENT - Students participate in a mock legislature in the chambers of the House and Senate in Springfield, IL with students from around the state over the course of a weekend in March.

YEARBOOK - The SENTINEL yearbook is published yearly by a dedicated group of students. Students are involved in planning, design, photography, writing copy, sales and distribution of the book.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

**BOOSTER CLUB** - The Westmont High School Sentinels Athletic Booster Club is established to support, encourage and promote the athletic program at Westmont High School for the benefit of the students, the school and the community. This group also promotes good sportsmanship, school spirit, constructive attitudes and home-school communication. Membership is open to any non-student who is at least 19 years of age. Interested adults should contact the Athletic Director for further information.



**SCHOOL IMPROVEMENT COUNCIL** - This organization is composed of parents, teachers, administrators and the student council president. Its purpose is to suggest ways that Westmont High School can improve in such areas as: student activities, communications, curriculum, graduation requirements, etc. Parents who would be interested in serving on this council should phone the principal. School Improvement Council Meetings are held three/four times per year in the evening.

#### **SENTINEL PARENT ASSOCIATION & NETWORK (SPAN)**

The Sentinel Parent Association & Network (SPAN) is a voluntary group that meets five to six times a year. These parents support academic and extracurricular programs outside of the scope of the athletic and band booster clubs. Their support is invaluable in developing effective and rewarding new student transitions, as well as, homecoming, prom and career fair activities.

**WESTMONT BAND ASSOCIATION** - This adult group is a non-profit organization established for the purpose of supporting and providing additional finances for those activities of the Band which are not included in CUSD 201 appropriations. Meetings are held in the evening at school. Adults interested in membership should contact the Band Director.

**WESTMONT CHORAL COMMITTEES** - These parent groups were established to support the choral activities of the high school. There include trips, performances, and fund-raising efforts. Meetings are held on an as-needed basis at the school. Adults interested in serving on these committees should contact the choral director.

#### **PARENT CONFERENCES**

Parent conferences provide teachers, parents, and students with the opportunity to discuss important matters relating to the student's educational program. The face-to-face meetings which occur twice each year should help everyone involved develop meaningful relationships which focus on the student's educational needs. Over a four year period an atmosphere of cooperation and trust can make a significant contribution to a meaningful and worthwhile high school experience.

Regularly scheduled parent conferences ensure that the majority of parents will find the time to meet with a teacher to discuss educational progress. However, if a problem or question were to occur which needed immediate attention, a face-to-face or phone conference is recommended.

Parents who need to talk with a teacher regarding a concern should call the school and ask the secretary to check for times when the teacher is available to return a call. Parents are encouraged to use the phone as soon as an examination of circumstances and facts of a problem or question becomes clear.

A five to ten minute phone conversation often saves parents and teachers the embarrassment of misunderstandings resulting from inaccurate or incomplete communication. Parents comfortable with email communication may also communicate concerns in this way.

#### **SCHEDULING PARENT CONFERENCES**

Two days each year are set aside for parent conferences. Approximately two to three weeks prior to the conference date, a letter will be sent home asking parents to call the school and schedule conferences with the teachers of their choice. Conference times are available in the daytime or evening. If it is impossible to schedule a conference on the day set aside for conferences, a conference should be scheduled as close to that day as possible. Because many teachers are busy with other after-school activities, parents are requested to make every effort to set up a conference on the scheduled parent-teacher conference days.

## **EXTRA-CURRICULAR ACTIVITIES**

Westmont High School sport activities are conducted according to their specific seasons: Fall, winter, and spring. Athletic activities for boys include; football, cross-country, soccer, golf, basketball, wrestling, baseball, Competitive Bass Fishing, and track and field.

Girl's activities include volleyball, cross-country, golf, basketball, swimming, track and field, softball, soccer, performance football cheer / performance basketball cheer / competitive cheer and Competitive Bass Fishing.

Westmont High School extracurricular activities are generally year round programs with specific groups that are conducted according to their specific seasons: Extracurricular activities include National Honor Society, Rotary Interact, SADD, Dance Squad, Scholastic Bowl, Sentinel Buddiez, Drama Club (Fall Play and Spring Musical), American High School Mathematics Competition, Illinois High School Theater Festival, Math Contest, Science Olympiad, NEAS, WYSE, visual art and music contests.

Besides inter-conference competition, the High Schools compete in many non-conference contests with high schools in the Northern Illinois region. At the end of each sport season, Westmont High School students participate in Illinois High School Association sponsored state tournaments to determine team and individual state championships.

Sport schedules are constructed to provide different levels of competition for all students within CUSD 201. These levels may include: varsity, junior varsity, sophomore, and freshman.

To be eligible for participation in interscholastic athletics at Westmont High School each candidate must:

1. Have a current satisfactory physical examination on file in the Athletic Department Office. This is to be completed each school year. For incoming freshmen students the high school entrance examination will suffice.
2. Complete online registration at [westmont.8to18.com](http://westmont.8to18.com)
3. May not fail more than one of the student/athlete's enrolled courses during the period of participation, as well as the previous semester. This includes Physical Education, Drivers Education, Health, Music, Art, etc.

Students who fail only one class will be placed on probation for the next nine weeks of the semester. During that time, weekly eligibility checks will be made to ensure those students are passing all classes. If they are passing all classes, they will remain eligible. If they are not passing all classes, they will lose their eligibility for the following week. They may regain their eligibility only by passing all classes at the next eligibility check(s). At the end of the nine week period, when quarterly report card grades are issued, any student on probation who has passed all classes for the quarter will be removed from the probationary list and will be eligible for the remainder of the semester. This student's status will be the same as any other eligible student. If a student who is on the probationary list does not pass all classes, that student will lose the eligibility to participate for the remainder of the semester. The student may regain eligibility by passing all classes at the end of the semester or by earning a cumulative GPA of 2.5 in the previous semester.

4. Meet specific requirements as determined by Community Unit School District #201, the Interstate Eight Athletic Conference, and Illinois High School Association in terms of satisfaction of activity fees, proof of residence, school attendance, age limitations, outside participation, awards and transfer.

Extracurricular participation is designed to be an integral part of the student's overall high school education. Extracurricular participation develops one's character, self-worth, leadership, responsibility, loyalty, competitive spirit, and discipline. This "extracurricular" participation is administered in terms of practices, performances and competitions.

Practices, performances and competitions will be conducted at the end of the regular school day and/or Saturday, dependent upon the coach's/sponsor's discretion. Coaches/sponsor's will conduct tryouts, supervise all meetings, organize all practices of approximately two hours in length, and supervise all scheduled competitions and performances.

Prospective team members are committed to attend all scheduled practices, performances and contests, unless cleared beforehand with the respective coach/sponsor.

Work hours must be scheduled around practices, performances and contests. Missing practices due to outside work/job obligations is discouraged.

Coaches and sponsors may dismiss students from teams or activities for irregular attendance at practices and contests, disregard for guidelines and procedures set forth by the specific sport activity, and/or a violation of the "Extracurricular Code of Conduct" applicable to all participants in the extracurricular program.

In all programs, the coach/sponsor recommends team members for end-of-the season awards. These awards are based on the student's participation, training, sportsmanship, cooperation, achievement, and/or attitude.

Participants must complete the season or activity in the terms of all scheduled practices and competitions, and return in reasonable condition, all assigned team uniforms, practices items, and equipment. Participants who do not returned any assigned equipment will be assessed a replacement fee to make restitution for those items. This obligation must be settled before any award can be given.

Awards will be presented to athletic team members in an end-of-the-season athletic award program, conducted by the Athletic Department in conjunction with the Athletic Boosters. Team members are encouraged to attend the award program to receive their earned award, and to conclude a meaningful learning experience.

Students transferring to Westmont from another school will be allowed to participate if they were eligible according to the standards of the sending school or if they meet Westmont's standards. After one semester, they must meet Westmont's standards.

This should be read by all athletes and their parents or legal guardians.

### **CHANGING SPORTS IN MID-SEASON**

Once a student becomes a member of any team or squad, he or she may not change to another sport during that season.

Exceptions are:

1. If the student is dropped for reasons other than discipline, eligibility, or attendance.
2. If his or her coach believes he or she can contribute more in another sport. For the student's benefit, the coach initiates a change, but it must be agreed upon by both coaches and the student.

### **AWARD SYSTEM**

To receive an athletic award is an honor. The award indicates that you have shown excellent school spirit, self-discipline, dedication to your community and a positive attitude toward good sportsmanship and competition.

To qualify for an athletic award, an athlete must have completed the season in good standing and fulfilled the requirements of the coach of that sport.

Athletes qualifying for an award at a higher competition level than their school class have the option of purchasing an award for their class level or for a mixed level team. The coach will recommend the award to be given.

### **AWARD LIMITATIONS**

Chenille and embroidered awards may not be chosen more than once during any school year. Chenille Varsity letters will be awarded once during a high school career.

### **FRESHMAN TEAMS**

3" chenille numerals with metal insert indicating the sport.

### **SOPHOMORE TEAMS**

6" chenille "W" with embroidered "SOPH ", insert and metal insert indicating the sport.

### **VARSITY TEAMS**

7" chenille "W" with embroidered "VARSITY" insert and a metal insert indicating sport.

### **MANAGERS AND STATISTICAN-ALL TEAM LEVELS**

Manager - chenille award with embroidered "MGR" and metal insert indicating the sport.

### **SPECIAL AWARDS**

4" embroidered emblems will be awarded to athletes who qualify in any of the following categories:

- A. All-conference team member.
- B. Conference championship team members.
- C. Champion or member of championship at any level of state competition.

### **WALL OF FAME**

The purpose and intent of the Wall of Fame is to honor students of Westmont High School who have excelled as members of Sentinel varsity athletic teams. To have your picture displayed to the public is an honor. To qualify for this recognition you must accomplish one or more of the following criteria:

- A. First team all-conference
- B. Conference championship team
- C. Individual or team championship at any level of state competition
- D. Individuals who qualify for state finals

All-conference honorees will have their individual pictures displayed for one year; whereupon, a composite picture of all all-conference athletes for that year will be permanently displayed.

Honorees of the other stated criteria will be permanently displayed.

### **CODE OF CONDUCT for CO-CURRICULAR PARTICIPATION**

Co-curricular activities are defined as extra-curricular activities, athletic opportunities, performance-based experiences and events that are sponsored by Westmont High School as part of the Westmont High School program.

Participating in co-curricular activities and representing Westmont High School is a privilege, not a right. Students participating in performance-based activities act as representatives of the school district. Accordingly, they are expected to conduct their behavior to the highest standards at all times. Participants make a commitment to their peers and coaches/sponsors to follow rules and to be able to perform at their best at all times.

One of the primary goals of the co-curricular programs at Westmont High School is to provide students with the lessons and skills necessary for success not only on the athletic field or performance stage, but also in all areas of their lives. In addition, they have a responsibility to serve as role models for other students in the school, as well as for others in the community. Participants carry with them at all times not only their own reputations but that of their families, their team/activity, and their school.

The Code of Conduct applies to all students attending Westmont High School that participate in co-curricular, performance-based activities. These activities are defined by performance participation that occurs outside of school and to which no grade is given. Examples include but are not limited to the following: all athletic teams, dance teams, cheerleading, Jazz Band/Pep Band, Madrigal Singers, theatre participants, Mr. Sentinel, Talent Show, and activities similar to those listed. If students and parents are unsure if a specific activity is covered by this policy, questions should be directed to the administration.

#### **Extracurricular and Co-Curricular Activities**

In accordance with policy 6.190, the Superintendent shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Fees are reasonable and do not exceed the actual cost of operation.
3. Student body desires are considered.
4. The activity will be supervised by a school-approved sponsor.

Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities.

Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities and IHSA.
2. The parent(s)/guardian(s) must provide written permission via the 8 to 18 website registration for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current IHSA/IESA physical examination of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the

student's health status allows for active athletic participation. Physicals are valid for 13 months from the examination.

4. The student must provide proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement via the 8 to 18 website that the student is covered under a family insurance plan.
5. The student and his or her parent(s)/guardian(s) shall consent, in writing, to random drug testing pursuant to the Illinois High School Association (IHSA) Performance Enhancing Drug Testing policy before participating in interscholastic athletics.

### **Academic Criteria for Participation**

For students in kindergarten through 8th grades: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

For high school students: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must be passing five classes per semester and passing five classes per week. Any student-participant failing to meet these academic criteria shall be suspended from the activity for seven calendar days or until the specified academic criteria are met, whichever is longer.

### **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and Dance team. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **IHSA or IESA**

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

### **Eligibility**

To retain athletic eligibility, an athlete must have meet the academic requirements of the school, conference and state-wide organization (IHSA or IESA).

### **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current (within 13 months of the examination) physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip, Permission via the 8 to 18 website registration, to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian.
3. Proof the athlete is covered by medical insurance, Permission via the 8 to 18 website registration.
4. A receipt showing proof the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions via the 8 to 18 website registration.
5. Via the 8 to 18 website registration, a signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. Via the 8 to 18 website registration, a signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

### **Rules in Effect**

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day (**365 days a year**), whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

### **Absence from School on Day of Activity**

An athlete who is absent from school after 3<sup>rd</sup> period on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete.

In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

### **Participation Expenses**

All students who participate in district-sponsored sports or clubs are encouraged to explore fund-raising opportunities.

For sports participation at the junior high school and high school level: Students will incur the current board-approved student fee for participation. In consideration of this fee, the Board of Education will subsidize the cost of all coaching or sponsor remuneration, competition entrance fees, referee costs, security, transportation costs, official uniforms, team equipment and supplies.

The student will be responsible for the cost of any personal equipment, including, but not limited to: gloves, shoes, cleats, spikes, kneepads and other club gear. In addition, the Board of Education will incur all costs related to overnight travel required for competition. This will include meal expenses up to a per diem set by the Administration, per student.

For elementary sports participation and all student co-curricular clubs: Students will incur all actual expenses related to participation in the club at the local level. This may/will include the cost of all supplies, official and unofficial uniforms, equipment, field trips and competition entrance fees. The sponsor may estimate these fees at the inception of the school year and charge the student at that time. Alternatively, the sponsor may operate on a "pay-as-you-go" basis for these items.

The Board of Education will subsidize the cost of all club sponsor/coach remuneration and bussing expenses for local field trips and competitions. In addition, the Board will subsidize all costs of overnight competitions (food, lodging, entrance fees) when that competition or activity is the result of a qualifying contest.

### **Insurance**

Through an independent insurance company, the school district provides the opportunity for all participants to enroll in an accident insurance program. All participants must have accident insurance coverage in order to practice or participate on school teams or squads.

Family insurance coverage is acceptable; however, the necessary form must be completed by a legal parent/guardian and submitted to the Athletic Director.

### **Performance Enhancing Drug Testing**

The Illinois High School Association (IHSA) randomly tests the student athletes who qualify as individuals or as members of a team for selected State series competitions. The student athlete and his or her parents(s)/guardian(s) shall consent, in writing, to the random drug testing before participating in interscholastic athletics. Failure to sign the consent form renders the student athlete ineligible. The Superintendent or designee shall develop procedures to implement the District's compliance with this IHSA policy.



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