

Welcome to Naperville North High School, 2024-2025

We look forward to a rewarding and productive year and are excited about helping you reach the unique potential that you possess. We hope to make you feel that you are a valued, respected member of the learning community at Naperville North High School.

The Student Handbook has been prepared to serve as a source of information and as an aid in organizing your personal, social, and school schedules. The contents should be read carefully because they explain the policies and procedures important for your success at Naperville North. Additionally, using the calendar and assignment portion of the book will enhance your organizational skills.

In addition to the strong academic programs at North, we also provide a multitude of opportunities to be involved in co-curricular activities and athletics. We encourage you to get involved and enrich your high school experience.

Welcome to the HUSKIE family; we're glad you're here.

From the NNHS Staff and Administration



Naperville North High School Fight Song

(Cymbals) What's the word?

Fight! Fight! Fight!

**The word is fight, fight, fight for Naperville
Let every loyal Huskie sing.**

**The word is fight, fight, fight for Naperville
Until the walls and rafters ring (Rah-Rah)
C'mon and cheer, cheer, cheer, for Naperville
We're gonna cheer until we hear the final gun.
The word is fight, fight, fight, for Naperville
until the game is won.**

H*U*S*K*I*E*S. Huskies, Huskies are the best!

HOME OF THE HUSKIES

NAPERVILLE NORTH HIGH SCHOOL

This book belongs to: _____ Student ID # _____

First Semester Schedule:

Hour	Subject	Teacher(s)	Room
1	_____	_____	_____
2	_____	_____	_____
	Homeroom	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

Second Semester Schedule:

Hour	Subject	Teacher(s)	Room
1	_____	_____	_____
2	_____	_____	_____
	Homeroom	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

The Vision of District 203: Building a Passion for Lifelong Learning

The Mission of District 203 is to produce students who are:

- Self-Directed Learners
- Collaborative Workers
- Complex Thinkers
- Quality Producers
- Community Contributors

The Beliefs of District 203:

Naperville Community Unit School District 203 believes an exemplary school district . . .

- Values the dignity and uniqueness of each individual
- Promotes responsible citizenship
- Is the result of a collective partnership of students, staff, parents, and community

Teacher Availability**Semester: FALL**

Teacher/Class	Periods Available
1 st	
2 nd	
Homeroom	
3 rd	
4 th	
5 th	
6 th	
7 th	
8 th	

Teacher Availability**Semester: SPRING**

Teacher/Class	Periods Available
1 st	
2 nd	
Homeroom	
3 rd	
4 th	
5 th	
6 th	
7 th	
8 th	

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Regular Schedule	Homeroom	Late Start	Homeroom	Regular Schedule
Period 1 (7:45 - 8:35)	Period 1 (7:45 - 8:30)	Period 1 (9:00 - 9:42)	Period 1 (7:45 - 8:30)	Period 1 (7:45 - 8:35)
Period 2 (8:41 - 9:34)	Period 2 (8:35 - 9:20)	Period 2 (9:47 - 10:29)	Period 2 (8:35 - 9:20)	Period 2 (8:41 - 9:34)
	HOMEROOM (9:25 - 10:10)		HOMEROOM (9:25 - 10:10)	
Period 3 (9:40 - 10:30)	Period 3 (10:15 - 11:00)	Period 3 (10:34 - 11:16)	Period 3 (10:15 - 11:00)	Period 3 (9:40 - 10:30)
Period 4 (10:36 - 11:26)	Period 4 (11:05 - 11:50)	Period 4 (11:21 - 12:03)	Period 4 (11:05 - 11:50)	Period 4 (10:36 - 11:26)
Period 5 (11:32 - 12:22)	Period 5 (11:55 - 12:40)	Period 5 (12:08 - 12:49)	Period 5 (11:55 - 12:40)	Period 5 (11:32 - 12:22)
Period 6 (12:28 - 1:18)	Period 6 (12:45 - 1:30)	Period 6 (12:54 - 1:36)	Period 6 (12:45 - 1:30)	Period 6 (12:28 - 1:18)
Period 7 (1:24 - 2:14)	Period 7 (1:35 - 2:20)	Period 7 (1:41 - 2:23)	Period 7 (1:35 - 2:20)	Period 7 (1:24 - 2:14)
Period 8 (2:20 - 3:10)	Period 8 (2:25 - 3:10)	Period 8 (2:28 - 3:10)	Period 8 (2:25 - 3:10)	Period 8 (2:20 - 3:10)

QUICK GLANCE OF WHO WE ARE

ESTABLISHED: 1970

SCHOOL COLORS: Orange & Blue

SCHOOL MASCOT: Huskie

CONFERENCE: DuPage Valley Conference

2018 US DEPARTMENT of EDUCATION BLUE RIBBON SCHOOL

WEBSITE: <http://schools.naperville203.org/north/>

**NAPERVILLE NORTH HIGH SCHOOL STUDENT PLANNER & HANDBOOK
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NAPERVILLE NORTH LEADERSHIP TEAM

2024-2025

NNHS Administration			
Principal	Mr. Jay Wachtel	630-420-6484	jwachtel@naperville203.org
AP - Operations	Mr. Greg Hodges	630-420-6582	ghodges@naperville203.org
AP - Curriculum & Instruction	Ms. Kira Mocon	630-420-6482	kmocon@naperville203.org
AP - Student Services	Ms. Katie Genovesi	630-420-6410	kgenovesi@naperville203.org
Athletic Director	Mr. Jon Pereiro	630-420-6490	jpereiro@naperville203.org
Dean of Student Activities	Ms. Jennifer Baumgartner	630-420-6821	jbaumgartner@naperville203.org
Dean of Interventions	TBA	630-305-4107	
Dean of Students	Mr. Jeffery Farson	630-420-6503	jfarson@naperville203.org
Dean of Students	Ms. Denise Gomez	630-420-6504	dmgomez@naperville203.org
Dean of Students	TBA	630-420-6505	
Dean of Students	Mr. Sean Williams	630-420-6502	swilliams@naperville203.org
NNHS Department Chairs			
Academic Support	Ms. Heather Schild	630-420-6512	hschild@naperville203.org
Career & Technical Education	Ms. Melissa Oskroba	630-420-6487	moskroba@naperville203.org
Communication Arts	Ms. Helena Hitzeman	630-420-6557	hhitzeman@naperville203.org
Fine Arts	Mr. Nick Janssen	630-420-6512	njanssen@naperville203.org
Mathematics	Mr. Timothy Brown	630-420-6513	tbrown@naperville203.org
PE/Health & Driver Education	Mr. John Fiore	630-420-4252	jfiore@naperville203.org
Science	Mr. Jim Konrad	630-420-6513	jkonrad@naperville203.org
Social Sciences	Ms. Joanna Berg	630-420-3258	jberg@naperville203.org
Special Education	Ms. Jennifer Hervey Ms. Christina Kale	630-420-4040	jhervey@naperville203.org ckale@naperville203.org
School Counseling	Ms. Ebony Baker	630-420-6502	ebaker@naperville203.org
World & Classical Languages	Ms. Lisa Dinon	630-420-3258	ldinon@naperville203.org

Student Alpha Teams are organized by student's last name

Student Alpha Teams

FAX: 630-848-3945

A-Fak

630-420-6505

Dean of Students: tba
Social Worker: Ms. Jenna Cartwright
Psychologist: Ms. Lisa Tyler
Nurse: Ms. Jo Volkening
Student Advocacy Specialist: Ms. Jen Smith
Administrative Assistant: Ms. Kathy McCoy

Counselors

A-BI: Ms. Pam Martinez
Bm-Cz: Ms. Mary Lazowski
Da-Fak: Ms. Molly Murray

Fal-Lez

630-420-6502

Dean of Students: Mr. Sean Williams
Social Worker: Mr. Deepak Santhiraj
Psychologist: Ms. Elizabeth Struna
Nurse: Ms. Jo Volkening
Student Advocacy Specialist: Mr. Donell Ausley
Administrative Assistant: Ms. Lauren Jamieson

Counselors

Fal-Gif: Ms. Molly Murray
Gig-Is: Ms. Katy Miller
It-Lez: Ms. Annie Gomez

Lf-Roa

630-420-6503

Dean of Students: Mr. Jeffery Farson
Social Worker: Ms. Kaitlyn McAdams
Psychologist: Ms. Michelle Marcowka
Nurse: Ms. Pamela Seubold
Student Advocacy Specialist: Ms. Jen Smith
Administrative Assistant: Ms. Diane Herling

Counselors

Lf-Mop: Mr. Ross Katsma
Moq-Poe: Ms. Jennifer Witt
Pof-Roa: Mr. Angelo Georgacopoulos

Rob-Z

630-420-6504

Dean of Students: Ms. Denise Gomez
Social Worker: Mr. Brent Terada
Psychologist: Ms. Kattie Patzelt
Nurse: Ms. Pam Seubold
Student Advocacy Specialist: Mr. Donell Ausley
Administrative Assistant: Ms. Heather Donnary

Counselors

Rob-Sek: Mr. Angelo Georgacopoulos
Sel-Trab: Mr. Ryan Hall
Trac-Z: Ms. Stacy Anderson

Additional Staff

College & Career Counselor, Mr. Brian La Porte: 630-548-4943
College & Career Assistant, Ms. Heidi Roffman: 630-420-6645
Registrar, Ms. Roseann Laraia: 630-420-6528
504 Coordinator, Ms. Laurie Deno: 630-328-5821

NAPERVILLE SCHOOL DISTRICT & NNHS TIP LINE

Anytime the immediate safety or well-being of an individual is at stake, **please CALL local authorities and school administrators immediately**. If you have information about an incident that has happened or you believe may take place, you are encouraged to contact school administration or submit information via **Tip203**. Every effort will be made to maintain confidentiality. All concerns will be investigated in a timely manner by the appropriate personnel. Please be aware that **Tip203** is not continually monitored, and therefore time-sensitive issues of student safety should be reported directly to a school administrator or local authorities.

Whether your concern is regarding an incident that has already occurred or one that is about to take place, please submit your issue along with any details you have and let us investigate. Information you provide to **Tip203** may include, but is not limited to: fights or assaults; incidents of bullying; harassment; intimidation; cyber-bullying; use or sale of drugs; or any crime against children or the school. Go to this link to report a concern: <http://www.naperville203.org/parents-students/tip203.asp>

OUR MOST FREQUENTLY ASKED QUESTIONS

Is there a Lost & Found at Naperville North?

A lost and found center is maintained in the Student Services 1 Office for clothing, textbooks and other items. Recovered Chromebooks, however, are returned to the IT Department (Learning Commons). Unclaimed articles are donated to charitable organizations at various times during the school year.

How do I report a lost or stolen personal item?

Go to the Student Services Office and complete a theft report; you can also report the situation to the School Resource Officer (office is next door to Student Services Office)

What if I forgot my locker combination?

Log-into Infinite Campus. Your locker number and combination can be found there.

What if I can't get my locker open?

Go to the Student Services 1 Office and report the difficulty to one of the assistants. The assistant will contact a member of the maintenance team to help you.

How do I apply for a student parking pass?

As of now, only seniors in good standing - and with permits - are allowed to park on school property, during the school day. Applications for these parking permits are made available toward the end of a student's junior year. Parking is a privilege and is not guaranteed.

I don't have any friends in my lunch period, so can I change it?

No. Schedules are crafted carefully to allow for selected courses and the relative even distribution of students among lunch periods. Due to the number of students in the building - and the fact that changing a lunch period often involves the complete overhaul of a student's schedule, this is simply not possible.

Where do I get a work permit?

Please visit the NNHS website's Student Services tab and click the [Work Permit link](#) for the most current information.

Where do I get a replacement student ID?

Learning Commons; the cost is \$5.

Where do I buy a ticket to a game/dance/play?

Tickets to athletic events are purchased at the door/gate of the event or online through the school or IHSA website, when appropriate. Dance tickets are purchased in the Student Activities Office or through an online system set-up by the Student Activities Office. Play/Performance tickets are purchased at the North Performing Arts Center Box Office or online via the school website.

How can I contact a teacher or staff member?

Phone numbers and email addresses are available on the school website. Links and information is available in Infinite Campus as well.

How do I add money to my student's lunch account?

Go to the cashier in the lunch line and give him or her a check. You can also use myschoolbucks.com online (*service fee applies*).

Where do I sign-up for the National ACT, SAT, and college visits?

Students can register for national ACT tests (offered on Saturdays) at www.actstudent.org. It is imperative that students pay close attention to deadlines and locations when signing up, and a photo ID must be uploaded to the student application. Similarly, students sign-up for the national SAT at www.collegeboard.org. Both websites accept payments electronically, so students are advised to include parents or guardians in the registration process.

Students may sign-up for in-school college visits through *SchoolLinks*. Instructions on how students can find a list of visiting institutions can be found here: <https://www.naperville203.org/CollegeVisits>. Typically, NNHS welcomes representatives from nearly 300 institutions (local, national & international) each year.

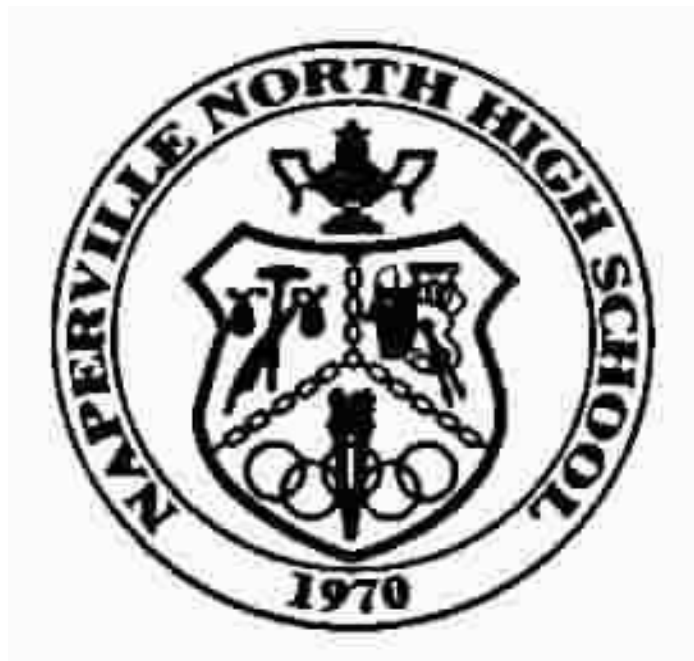
2024 - 2025 CALENDARS



STUDENT ASSIGNMENTS & IMPORTANT DATES



**NAPERVILLE COMMUNITY UNIT
SCHOOL DISTRICT 203
SCHOOL BOARD POLICIES**



ALL NAPERVILLE NORTH HIGH SCHOOL STUDENTS ARE RESPONSIBLE FOR REVIEWING THE INFORMATION IN THIS SECTION

10 KEY TAKEAWAYS for 2024-25

1. Being part of the Huskie community is an honor and comes with expectations: treat people with respect, embrace personal differences and experiences, celebrate and acknowledge the hard work and achievements of others, and show pride in wearing the Orange & Blue;
2. We must all do our part in ensuring that our school remains safe, clean, and the centerpiece of our community. If you hear or see something of concern, talk to a staff member;
3. Student privileges are earned and will be tied to regular school attendance and exemplary behavior. Going over the attendance cap, accumulating an excessive amount of tardies, or being referred for inappropriate behavior will result in typical consequences - and may include loss of privileges as well. Privileges include parking, open campus lunch, Early Dismissal or Late Arrival, attending on-campus or off-campus school events - including dances and athletic events, and earning specific graduation cords;
4. Attendance to study halls and intervention periods (WIN, Math Support, for example) is mandatory;
5. Cell phones and earbuds are disallowed in classrooms and restrooms, and Chromebooks are carefully monitored. Please be mindful of all appropriate use policies;
6. Guests to the building (speakers, performers, substitute teachers) are Huskies-for-a-Day and should be treated as such;
7. If you are struggling, talk to an adult in the building. Our first priority is your well-being: whether it be academically, socially, emotionally, physically, or personally. Similarly, if you are worried about someone else, talk to a staff member;
8. If you don't succeed at first, try again. Resilience and grit build character. Huskies don't give up;
9. Harassing, intimidating, bullying, or hazing another student is weak and not representative of the Naperville North High School student body. Stand up to it - and report it;
10. Enjoy each day. Find purpose. Try something new. Make a new friend. Your time in high school goes quickly, so take advantage of the opportunities offered by Naperville North High School. No regrets.

DISTRICT 203 SCHOOL BOARD POLICIES

6:235 Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

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

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

[20 U.S.C. §7131](#), Elementary and Secondary Education Act.
[47 U.S.C. §254\(h\)](#) and (l), Children's Internet Protection Act.
[47 C.F.R. Part 54](#), Subpart F, Universal Service Support for Schools and Libraries.
[115 ILCS 5/14\(c-5\)](#), III. Educational Labor Relations Act.
[720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Rights and Responsibilities of Student Publications), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: June 20, 2022

6:235-R Administrative Procedure - Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures 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 procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
8. Using another user's account or password;
9. Posting material authorized or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. 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:

1. **Be polite.** Do not become abusive in messages to others.
2. **Use appropriate language.** Do not swear, or use vulgarities or any other inappropriate language.
3. **Do not reveal personal information,** including the addresses or telephone numbers, of students or colleagues.
4. **Recognize that electronic mail (E-mail) is not private.** People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. **Do not use the network in any way that would disrupt** its use by other users.
6. **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.

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 Web sites or file servers without explicit written permission.

For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

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.

Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "**acceptable uses**" as detailed in these procedures. Internet safety is almost assured if users will not engage in "**unacceptable uses**," as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.:

Children's Internet Protection Act, P.L. 106-554.

20 U.S.C § 6801 et seq.

47 U.S.C. § 254(h) and (l).

720 ILCS 135/0.01.

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Video Cameras and/or Monitors

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

[T.L.O. v. New Jersey](#), 469 U.S. 325 (1985).

[Vernonia School Dist. 47J v. Acton](#), 515 U.S. 646 (1995).

[Safford Unified School Dist. No. 1 v. Redding](#), 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: May 2, 2022

7:160 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.:

[105 ILCS 5/2-3.25](#) and [5/10-22.25b](#).

[Tinker v. Des Moines Indep. Sch. Dist.](#), 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

Adopted: December 19, 2022

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying, intimidation or harassment of a student for any reason, including, but not limited to, on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, physical appearance, socioeconomic status, academic status, age, religion, physical or mental disability, order of protection status, homelessness, actual or potential marital or parental status, pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic through, but not limited to, verbal comments, racial, ethnic, religious or other slurs or threats, physical gestures or actions, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication, is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and not exhaustive. Further examples of prohibited conduct include verbal comments, racial, ethnic, religious or other slurs or threats, physical gestures or actions.

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*. *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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in [105 ILCS 5/27-23.7\(b\)](#) 1-12..

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is 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 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a District Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Assistant Superintendent for Human Resources
203 W. Hillside Rd.,
Naperville, IL 60540
630-420-6300

Complaint Managers:

Deputy Superintendent
203 W. Hillside Rd.,
Naperville, IL 60540
630-420-6300

Assistant Superintendent for Elementary Education
203 W. Hillside Rd.,
Naperville, IL 60540
630-420-6300

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall inform the parents/guardians of every student involved in an alleged incident of bullying, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or their designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address reports of bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be treated as bullying for the purpose of determining appropriate consequences, subject to disciplinary action, up to and including discharge of an employee, or suspension and /or expulsion of a student.
8. No person will be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission includes one of the following:

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy.
2. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed necessary; or
3. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.

e. 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.

f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

i. 7:310, *Restrictions on Publications; Elementary and Junior High Schools* and 7:315, *Rights and Responsibilities of Student Publications; High Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, 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 (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall ensure that all individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying, to be reported to the parents or legal guardians of those involved under the guidance provided in paragraph (4) above.

LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6\(b-20\)](#), [5/24-24](#), and [5/27-23.7](#).

[405 ILCS 49/](#), Children's Mental Health Act.

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§1.240](#), [1.280](#), and [1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools and Junior High Schools), 7:315 (Rights and Responsibilities of Student Publications; High Schools)

Adopted: May 20, 2024

7:190 Student Behavior

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

Philosophy and Conduct

The Board believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or their designee.

The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules and guidelines to encourage positive, constructive and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior issues in our schools will be reduced and a better educational environment will prevail.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules that will not tolerate harassing, hazing, bullying, or intimidating behavior. All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior issues should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique, and that administrative discretion is necessary, the goal is to implement the appropriate behavioral, disciplinary, and/or restorative intervention(s) needed to change the undesirable behavior and maintain an orderly school environment.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

Additional Interventions Related to Discipline Code

The District is concerned for the health, safety, and well-being of all students and recognizes that students' issues as they are manifested in school – specifically behavior, attendance, health, and academic issues, may impact their ability to learn.

The District recognizes these issues as legitimate educational concerns, and seeks to address them, by offering support, and interventions. Forms of intervention, prevention and/or education may include observation of inappropriate behavior, intervention at appropriate levels, restorative measures, encouragement of professional assessment, referral, and support/aftercare.

Substance Abuse

To ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of illegal substances or drugs, alcohol or the misuse or abuse of prescription or non-prescription drugs, identify student behavior that may indicate such or misuse/abuse, and implement intervention or support services along with appropriate disciplinary action.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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.

Administrators shall report suspected criminal violations to the Naperville or Lisle Police Department or other law enforcement agencies, as appropriate and in accordance with the requirement of the Individuals with Disabilities Education Improvement Act of 2004.

Prohibited Student Conduct

The Administration is authorized to impose discipline for gross disobedience or misconduct. The following examples of gross disobedience or misconduct in no way limit the Board's ability to discipline students for conduct, which is not specifically listed. In addition, prohibited conduct shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense.

Prohibited conduct includes, but is not limited to:

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and State law regarding truancy will be strictly enforced by school officials.
3. Failure to follow student schedule.

4. Off campus violation during the school day. Once students arrive on campus they must remain on campus until the end of their scheduled school day unless authorized or approved by the building or District administration.
5. Disobeying directive of staff members or school officials, or disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification or submit to a search.
6. Prohibited conduct or promotion of prohibited conduct on District property, at school sponsored activities, at a school bus stop, or as a school bus passenger.
7. Engaging in any activity on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, the educational atmosphere, or an educational function, including but not limited to conduct that may reasonably be considered (a) a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
8. Damage resulting from misconduct; damage to school property or personal property of District employees, students or others; or criminal damage to property of any such persons. (Restitution will be required for any violation of this provision).
9. Unauthorized use of school property.
10. Entering school property or a school facility without proper authorization.
11. Disregard for student parking regulations.
12. Posting of signs and/or other materials without administrative approval.
13. Gambling.
14. Forgery and/or falsifying information.
15. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
16. Theft, including taking the property of others without their permission or consent, possession of stolen items and possession of tools that are used to gain possession of another person's property.
17. Use of profane or obscene language.
18. Insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and all other District employees and volunteers.
19. Wearing or display of garments, objects, jewelry, or body art that disrupts the educational process, interferes with the maintenance of a positive teaching/learning climate, or compromises reasonable standards of health and safety.
20. Violation of Bus Conduct Policy or related Administrative Regulations.
21. Use of cellular phones and any other electronic communication devices from the beginning of the first class period until the end of the last class period unless authorized or approved by the building or District administration. For high school authorization, see student handbook.
22. Use of any electronic device including computers, tablets, telephones, cameras, or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images on school grounds during the course of the school day in any manner that disrupts the educational environment or violates the rights of others including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person. Prohibited conduct also includes student behaviors in a remote or eLearning setting, which disrupts the educational environment, interferes with the learning of others or violates the rights of others.
23. Obtaining or gaining passwords, unapproved access to District's information network, computing systems and applications, solutions or components thereof through the use of social engineering, possession or use of hacking hardware or software or any other tools or applications that can be used maliciously and pose a threat to the District's information resources, systems or data, unless approved by teachers or building administrators.

24. Unauthorized or improper use of the District's information network, computing systems and applications, solutions or components thereof. This includes accessing technology related resources on any device connected to the District's information network by circumventing District security measures to gain access to non-approved or restricted web sites, systems and applications as well as violations of the *Access to Electronic Networks Policy 6.235*.
25. Performing manual or automated actions such as installing unapproved software, computer programs or routines that alter the normal functioning state of any District computing device or system.
26. 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 their duties or employment status or status as a student inside the school.
27. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards others that appear to terrorize, intimidate or start fights.
28. Fighting.
29. Any action, including physical assault that threatens the well-being of Board members, District employees, students, volunteers, or other persons
30. Making or causing to be made a threat against the school: including but not limited to a bomb threat or a school shooting.
31. Deliberately causing, attempting, or threatening to cause injury to another person.
32. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
33. Possession of lighters, matches or other such materials.
34. Possession or use of an explosive or incendiary device.
35. Possession or use of fireworks (i.e. smoke bombs, stink vials, firecrackers, caps, etc.).
36. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section for this policy, or violating the Weapons sections of this policy.
37. Participation in any unauthorized fraternity, sorority, or secret society, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and requesting payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.
38. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, gender-identity, gender-related identity, sexual orientation, socioeconomic status, or physical differences.
39. Hazing, aggressive or demeaning behavior that does or may result in physical, emotional or psychological harm to another or urging other students to engage in such conduct. 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, bullying, bullying using a school computer or a school computer network or other comparable conduct. Hazing is defined as requiring a student to perform an act for the purpose of induction or admission into any group, organization or society associated with District 203 if the act is not authorized by District 203 and the act results in bodily harm to the person.
40. Harassment, of a student or staff member, which includes intimidation, threatening individuals or inciting the participation of others in such behavior for any reason including, but not limited to on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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 through, but not limited to, verbal comments, racial, ethnic, religious or other slurs or threats, physical gestures or actions, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication.
41. Bullying or cyberbullying, as defined in Board Policy 7:180.

42. Sexual harassment as defined under federal or state law. Refer to Administrative Regulation #7.20R for definitions of Sexual Harassment.

43. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference or (b) display of affection during non-instructional time.

44. Teen dating violence, as described in Board Policy 7:185.

45. Use, possession, transfer, purchase, sale or offer for sale, of tobacco products or nicotine delivery device including but not limited to e-cigarettes/vaping devices.

46. Use, possession, distribution, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by any alcoholic beverage. Students who are under the influence of an alcoholic beverage are treated as though they had alcohol in their possession.

47. Use, possession, distribution, transfer, purchase, sale, offer for sale of:

a. Any illegal drug or controlled substance or cannabis (including marijuana, hashish, and medical cannabis), unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*,

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

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

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

e. 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. This prohibition does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in table or powdered form.

g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. Such a student may not possess, transfer, purchase, sell, offer for sale, or abuse cannabis, including marijuana, hashish and medical cannabis.

h. Drug paraphernalia, including devices that 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.

i. 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.

48. Activating, or causing to be activated, a false fire alarm or disaster alarm.

49. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

50. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, hazing and any activity prohibited by criminal law or municipal ordinance.

Terminology Used in Prohibited Student Conduct

The term "intoxicant" includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant, which produces a "high" such as pure caffeine in tablet or powder form.

The terms transfer, sale and purchase include any involvement in such activity or the attempt to conduct such activity.

The terms “possession” and “use” shall include possession or use by a student who has consumed, or is impaired by, or reasonably appears (such as through odor or behavior) to have consumed or be impaired by, any of the aforementioned substances, whether prior to entering school or at any school-sponsored event.

The term “possession” also 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; or (d) at any location on school property or at a school-sponsored event.

Weapons in School

The Board shall expel a student who is determined to have brought a weapon 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 calendar year, but not more than two calendar years. A “weapon” is defined as:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by [Section 921 of Title 18 of the United States Code](#), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012.
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 “lookalikes” of any firearm as defined in subdivision (1) of this subsection.

The prohibition concerning firearms applies even if (1) a student is licensed to carry a concealed firearm, or (2) a non-student visitor who is licensed to carry a concealed firearm stores a firearm in a locked vehicle in a school parking area.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this prohibition upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Disciplinary Measures

Efforts, including the use of positive interventions, restorative measures and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion for such behavior.

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.

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

1. Notifying parent(s)/guardians(s)
2. Disciplinary conference.
3. Withholding or privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The building principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student’s parent/guardian have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.

8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. Out-of-school suspensions from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended will also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled will also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#), in accordance with Board Policy 7:212, *Alternative Placement Procedures*. A student must not be denied transfer because of the expulsion, except where the transfer would cause a threat to the safety of students or staff in the alternative program.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the safety issue or disruption is a suspension or expulsion.

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Early Identification – Aggressive Behavior

Any school staff member, who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the building administrator. The building administrator shall establish procedures by which teachers may refer such a student. The building administrator shall determine whether the conduct and behavior of the student are of such a nature and degree that the student is at risk for aggressive behavior. The building administrator shall promptly notify the student's parents/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available intervention procedures as are deemed reasonably appropriate.

Required Notices

A school staff member shall immediately notify the building principal as soon as possible in the event that they (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under their supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff member or is subject to a battery, or (4) observes hazing of a student that results in bodily harm. If the hazing results in great bodily harm or death, the school staff member shall immediately notify law enforcement and then the building principal or Superintendent. Such action may be delayed if immediate notice would endanger students under their supervision.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and, if a student is reportedly in possession of a firearm, also any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations, which include guideline procedures to establish and maintain a reciprocal reporting system between the District and local law enforcement agencies regarding criminal offenses committed by students.

Delegation of Authority

Each teacher, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) education employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

The Board directs the Superintendent to provide an annual report on student discipline data, specifically on disparities and the development of a metric based plan to decrease disparities including but not limited to the following subgroups; low income, special education/504, gender and/or race.

Student Handbook

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Within the first week of school, the student discipline policy and description of prohibited conduct will be reviewed with the students. Students will be required to sign a receipt for the handbook.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §7971](#), Pro-Children Act of 2004.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), and [5/31-3](#).

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program.

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill.Admin.Code §§1.280](#), [1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Truant's programs), 6:235 (access to electronic networks), 7:20 (Harassment of Students Prohibited), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:183 (Open Campus/Lunch), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:212 (Alternative Placement Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Rights and Responsibilities of Student Publications), 8:30 (Visitors to and Conduct on School Property)

Adopted: May 20, 2024

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program.

- Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
- Provide notice to the parent(s)/guardian(s) of the in-school suspension.
- Students will be given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide for the following:

- Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version;
- Prior notice and hearing as stated above is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable;
- Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall:
 - Provide notice to the parent(s)/guardian(s) of their child's right to review of the suspension;
 - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - Depending upon the length of the out-of-school suspension, include the following applicable information:

For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:

- A threat to school safety; or
- A disruption to other students' learning opportunities.

For a suspension of 4 or more school days, an explanation:

- Of the appropriate and available behavioral and disciplinary interventions that have been exhausted or that no other interventions were available to the student; and
- That the student's continuing presence in school would either:
 - Pose a threat to the safety of other students, staff, or members of the school community; or
 - Substantially disrupt, impede, or interfere with the operation of the school.

For a suspension of 5 or more school days, appropriate and available support services will be provided to the student during the length of his or her suspension.

- A summary of the notice, including the reason for the suspension and the suspension length must be given to the Board by the Superintendent or designee.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
- If the suspension is upheld, the Board's written suspension decision shall specifically detail the notice of the parent(s)/guardian(s) right to a review of their child's suspension and the act of gross disobedience or misconduct resulting in the decision to suspend.

LEGAL REF.:

[Goss v. Lopez](#), 419 U.S. 565 (1975).

[105 ILCS 5/10-20.14, 5/10-22.6.](#)

[23 Ill.Admin.Code §1.280.](#)

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

Adopted: December 19, 2022

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Rakeda Leaks –
Executive Director of Diversity & Inclusion
203 W. Hillside Road,
Naperville, IL 60540
rleaks@naperville203.org
630-328-5800

Complaint Managers:

Dr. Meredith Haugens
Asst. Superintendent for Human Resources
203 W. Hillside Road
Naperville, IL 60540
630-420-6300

Dr. Mark Cohen
Deputy Superintendent
203 W. Hillside Road
Naperville, IL 60540
630-420-6300

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy is in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in

conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

LEGAL REF.:

[20 U.S.C. §1681 et seq.](#), Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101 et seq.](#), Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

[West v. Derby Unified Sch. Dist. No. 260](#), 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: September 19, 2022

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy [7:190](#), *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education 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.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative

purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

105 ILCS 5/10-20.14, 5/10-22.6, and 10/.

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

ADOPTED: May 2, 2022

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

105 ILCS 5/27-6.

225 ILCS 60/, Medical Practice Act.

23 Ill.Admin.Code §1.420(p) and §1.425(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (Credit For Alternative Courses and Programs)

Adopted: December 19, 2022

7:270 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 a 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 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 completed and signed School Medication Authorization Form (SMA 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. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means:

1. an asthma action plan;
2. an Individual Health Care Action Plan;
3. an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form;
4. a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or
5. a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the 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 injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions. When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Illinois Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to:

1. obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or
2. fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to:

1. obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or
2. fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to:

1. obtain for the District a prescription for glucagon from a qualifying prescriber, or
2. fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management Program)

Adopted: September 19, 2022

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Illinois Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Public high schools are prohibited from withholding a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: April 17, 2023

7:60 Residence

Naperville District 203 provides a free and appropriate education to its resident students. A student must establish residence within the School District's boundaries in order to attend a School District school, except as otherwise required by State law. The administration may require proof of residence and legal custody. "Legal custody" means:

1. Custody exercised by a natural or adoptive parent with whom a pupil resides;
2. Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the district's educational programs;
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the district's educational programs;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois public aid code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the district.

Tuition paying students will not be accepted, with the exception of a student whose family plans on moving into the District within 60 calendar days after the date that the student first attends school in the District. Tuition will be payable monthly, in advance, with the first month's tuition being due by the first day of attendance by the student in the District and the second month's tuition being due by the first day of the second month of attendance by the student in the District. If the non-resident student becomes a bona fide resident of the District in less than 60 days following the date that the student first attends school in the District, a prorated reimbursement of any non-resident tuition paid to the District will be reimbursed to the parents/guardians of the student. At the time of registration, the parents/guardians of the student must present appropriate evidence of the plans to move into the District and agree to immediately withdraw the student in the event that the student has not become a resident within 60 calendar days of the first day of attendance by the student in the District. The student will not be allowed to re-enroll following withdrawal until such time as the student becomes a bona fide resident of the District. A student whose family moves out of the School District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Military Personnel Enrolling a Student for the First Time in the District

Must provide one of the following within six months after the date of student's initial enrollment:

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

[42 U.S.C. §11431](#) *et seq.*, McKinney-Vento Homeless Assistance Act.
[105 ILCS 5/10-20.12a](#), [5/10-20.12b](#), [5/10-22.5](#), and [5/10-22.5a](#).
[105 ILCS 45/](#), Education for Homeless Children Act.
[105 ILCS 70/](#), Educational Opportunity for Military Children Act.
[23 Ill.Admin.Code §1.240](#).

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992). *Joel R. v. Board of Education of Manheim School District 83*, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

Adopted: September 19, 2022

Revised: June 5, 2023

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board Policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
8. A process for the collection and review of chronic absence data and to: (a) determine what systems of support and resources are needed to engage chronically absent students and their families, and (b) encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, School Admissions and Student Transfers To and From Non-District Schools.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring

Pursuant to State law and policy 2:240, Board Policy Development, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, and 5/26-18.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for

Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: February 20, 2024

7.70-R Attendance and Truancy - Administrative Regulation

Definitions

Truant - A "truant" is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education, such other circumstances which cause reasonable concern to the parent for the safety or health of the student, or other reason as approved by the Superintendent or designee.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five (5) percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided but who has failed to cease chronic truancy or who has been offered such services and has refused them.

Truancy

If a high school student has four (4) incidents of truancy from a class, he/she may be dropped from that class and lose credit for the class.

A notification system will exist to inform the students and their parent(s)/guardian(s) of these incidents of truancy. This notification system will provide that due process procedural rights are being accommodated.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon his/her child's enrollment, provide one or two telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If any student in grades 8 or below is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or a designee shall, within 2 hours after the first class in which a student is enrolled, **make a reasonable effort** to notify the parent(s)/guardian(s) of their child's absence by telephoning the numbers given. If any student in grades 9 through 12 is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or a designee shall make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence within 3 hours after the first class by telephoning the numbers given.

School Attendance

Since there is a positive relationship between regular attendance and academic success, it is of the utmost importance that students be present in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parent(s)/guardian(s) have the responsibility for the children's regular attendance. At all grade levels, the teachers and administration will be involved in a collaborative process with truant students and their parents in an effort to avoid further truancy, and to provide and/or identify appropriate resources to truant students in an effort to prevent further truancy.

High School Attendance

An attendance cap has been created to deal with students who are excessively absent from school during a semester. A student who has accumulated **ten days of absence (per period, per semester)** will be considered excessively absent. Teachers and administrators are expected to follow, in sequence, the collaborative process outlined below in Steps A through G.

- A. Attempts by the classroom teacher to remedy the situation.
- B. Referral by teacher to the dean's office.
- C. Telephone contact between the dean and the parent.
- D. At the student's tenth (10th) absence, a conference will be convened which may include the student, parent/guardian, teacher and dean. At this time, an attendance contract will be developed which will require documentation for approval of any additional absences. *For exceptions see below.
- E. Any additional absences without approval will result in truancy.
- F. At the fifteenth (15th) absence, the student may be withdrawn from class and placed in a study hall, no credit will be given and withdrawn pass/fail will be listed on the transcript.

Other

Exceptions to the absence cap must be submitted to the attendance center with accompanying documentation prior to the date of absence. Eligible reasons may include: Religious holidays, Extended illness verified by doctor's statement addressing the inability of the child to attend school, Death in the immediate family, Field trips, Hospitalizations, or Suspensions. Students are allowed three weeks to submit doctor's/clinician's notes to the Health Office.

ADOPTED: May, 2008

REVISED: September, 2011

Notice of Non-Discrimination

Naperville Community Unit School District 203 is in compliance with the U.S. Civil Rights Act of 1964 and the Title IX Educational Amendments of 1972, Park 86. The school district does not discriminate on the basis of race, color, religion, national origin, ancestry, unfavorable discharge from military service, sex, age or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Naperville Community Unit School District 203 is also an Equal Opportunity Employer. The following employees have been designated to handle inquiries regarding the non-discrimination policies:

District Title IX Coordinator
Dr. Rakeda Leaks, Executive
Director of Diversity & Inclusion
203 W. Hillside Road
Naperville, IL 60540
(630) 328-5800

District Section 504/ADA Coordinator
Melissa McHenry, Asst. Superintendent for Student Services
203 W. Hillside Road
Naperville, IL 60540
(630) 420-6300

For further information on notice of non-discrimination, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.htm> or call 1-800-421-3481.

In response to 34 CFR Part 106.45(b)(10) of the 2020 Title IX Regulations that mandates the public sharing of materials used to train school and college Title IX team members. Naperville 203 is utilizing the training materials available:
<https://www.naperville203.org/domain/1377>

A complete, comprehensive list of Naperville Community Unit School District #203's Board Policies can be found by visiting the district website: <https://www.naperville203.org/Page/186>

Additionally, portions of the handbook are consistently being reviewed and updated. For the most current information, please see the Naperville North High School handbook, online, at: <https://www.naperville203.org/NNHSHandbook>

NAPERVILLE NORTH HIGH SCHOOL SCHOOL-DAY OPERATIONS and PROCEDURES



WELCOME TO THE HUSKIE FAMILY!

An educational environment must be one that emphasizes positive experiences and opportunities for all persons. To achieve this goal, Naperville North strives to create a community of staff and students who work cooperatively, respect each others' rights and individuality, and contribute positively to the school. The items that follow reflect our efforts to establish and maintain an appropriate focus on a positive educational environment.

RESPONSIBILITIES AS MEMBERS OF A SCHOOL COMMUNITY

Students are expected to:

- Respect parents, fellow students, school personnel, and the public.
- Attend school on a regular basis and be on time for classes.
- Read, be familiar with, and cooperate with the Student Handbook.
- Accept the possible consequences for violations of rules.
- Assist in communication between school and home.
- Help develop a sense of community within the school.

Parents are expected to:

- Respect their children and impart respect for students, school personnel and the public.
- Accept the overall responsibility for the actions of their children and the possible consequences of those actions.
- Explain school rules to their children and cooperate with the school in the implementation of school rules.
- Teach their children respect for school rules and for local, state and federal laws; for school property and the property of others.
- Respond to any school communication when a reply is requested.
- Help develop a sense of community within the school.

Teachers are expected to:

- Respect students, parents, and school personnel and the public.
- Help students feel they belong and provide assistance to students when needed.
- Explain, maintain, and enforce school rules and regulations.
- Communicate as necessary with students, parents, and school personnel when possible violations of the discipline procedure occur.
- Discuss and refer to appropriate school personnel those problems requiring special attention and accept responsibility to share in planning a program to help the students.
- Help develop a sense of community within the school.

Administrators are expected to:

- Respect students, parents, school personnel and the public.
- Exercise and/or properly delegate the authority and responsibility under federal and state laws and the Board of Education in regards to the Student Handbook.
- Establish, explain, maintain, and enforce school building rules consistent with the Board of Education.
- Communicate as necessary with students, parents, and school personnel when possible violations of the school building rules exist.
- Lend appropriate support to school personnel in the performance of their professional responsibilities.
- Help develop a sense of community within the school.

INFORMATION FOR ALL STUDENTS

ACTIVITIES WHICH ARE NOT OPEN TO THE PUBLIC

These activities are designed for Naperville North High School students only - and a guest, when allowed by school administration (such as a dance). A current NNHS ID card is required for admittance. Any permitted guest is also required to show a photo ID. All class-specific activities, typically scheduled during the school day, are non-date events, and only members of the indicated class will be admitted. These events include assemblies, Homecoming competitions, and designated, on-property field trips. Students must be dressed in appropriate school attire to be admitted to any school function.

ACTIVITIES WHICH ARE OPEN TO THE PUBLIC

These activities include sporting events, musical and theatrical performances, and special community offerings - such as Blood Drives or craft fairs. NNHS ID cards are not necessary for admission. Students may buy general admission tickets at the gate or box office. Students may use their athletic pass at all home athletic games except for IHSA Tournaments and Invitational Meets.

ASSEMBLIES

School assemblies include athletic and academic recognition, guest speakers, musical and theatrical programs, awards, and events or shows presented by classes and other school organizations. Students are seated in the auditorium, field house and/or contest gym, depending on the activity. Students are expected to provide courteous attention and appreciation to those presiding, presenting, or

speaking - as well as to those involved in any performance during the assembly. All behavioral expectations and school rules remain in effect during assemblies.

ATTENDANCE at SCHOOL

NNHS Attendance Procedures and Consequences

Obviously, a positive relationship exists between regular attendance and academic success. Therefore, it is of the utmost importance that students be present in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parents, guardians or those having legal custody, have the responsibility for their student's regular school attendance; therefore, they are the only people who may call the school to report or resolve absences, regardless of student age. Keep in mind that vacations are not considered a valid reason for student absence. While we consider family time important, we encourage vacations to be scheduled around the school calendar.

Reporting Student Absences:

1. If a student is absent the parent or guardian is required to report the absence by calling 630-420-6982, or by submitting a request through Infinite Campus. Both systems can accept messages 24 hours a day. The absence must be reported by a parent or guardian as early as possible.
2. Failure to contact the Attendance Office within 48 hours may result in an unexcused absence/truancy, and appropriate disciplinary consequences may be assigned.

Note: Students who are reported absent by a parent or guardian must *leave the school premises for the duration of their reported absence*. Students are not permitted to be reported absent and remain in the building. If a student remains on property but is "called out" of school, the student will be issued disciplinary consequences.

Reporting All Day Absences:

1. Call 630-420-6982 (press 1) and be prepared to report student name and ID#. An all day absence can also be reported by a parent or guardian through Infinite Campus.
2. Please follow the directions of the menu.
3. If a student is being reported absent for the 3rd consecutive day, please report that absence to the student's assigned counselor and/or the Health office if the absence is medical.

Reporting Late Arrival/Early Dismissal Appointments:

1. Parents or guardians must call 630-420-6982 (press 2) to report late arrivals, early dismissals and appointments. Late arrival or Early Dismissal requests can also be made by a parent or guardian through Infinite Campus.
2. **Late Arrivals:** student name, student ID, reason and time student will arrive late.
3. **Early Dismissals/Appointments:** student name, student ID, reason and time student will leave and return.
4. If a student needs to be excused during the school day, a parent must call 630-420-6982 (press 3). Students leaving campus without prior parent notification may result in truancy and disciplinary consequences.
5. Students must sign out and show the authorized dismissal pass when leaving and sign-in when returning.

Notes: Occasionally, a student will need to leave school with very little warning or time for a parent or guardian to call the school. If this is the case (due to an emergency or other unforeseen circumstance), the school may be required to call a parent to verify the dismissal and/or walk a student to a vehicle and ask for parent/guardian identification. Our first priority is the safety of our students; and while we certainly understand that situations in life can be unannounced, we will always err on the side of caution. Additionally, students may be required to bring official documentation, including official doctor's - or other clinician's notes - to verify absences. The document should be brought to the Health office upon the student's return to school. Failure to supply proper documentation may result in the absence being recorded as an unexcused absence.

Pre-Planned Absences:

Pre-Planned absences represent an attempt by the Board of Education and the high school to accommodate special and unique needs for approved student absences from school.

Pre-planned absences for three (3) or more consecutive school days must be arranged with the office of the Assistant Principal of Curriculum and Instruction. Students will be provided a pre-planned absences form that requires students to work with teachers to document both missing work and due dates for making up that work. The signed form, along with parent confirmation, will need to be turned in to the office of the Assistant Principal of Curriculum and Instruction prior to the absence. Students may be required to turn in assignments or take assessments prior to the absence.

Note: While these absences may be "pre-approved," they will not necessarily be excused if the student is over the attendance cap. Additionally, students over the attendance cap will not be allowed to submit work missed during the unexcused absence(s). Please refer to the administrative regulation for Policy 7.70 (Attendance and Truancy) in the School Board Policies section of this handbook.

Students who are absent for fifteen (15) or more consecutive days due to non-health related reasons may be dropped from their classes. If the student returns, he/she and their parents will need to register at the District Office.

Definitions of Absence Related Terms:

1. **AUTHORIZED ABSENCE:** Students are allowed full make-up privileges up to 10 days, per period, per semester.
 - o Illness and/or doctor's appointments (provide doctor's/clinician's note)
 - o Death in the immediate family
 - o Family emergency and/or parental request
 - o Pre-planned absence (in the event that the student is not over the attendance cap allowed by NNHS)

- Observance of a religious holiday
 - In-school suspensions
 - Field trips
 - Nurse appointments for an entire period
 - Hospitalization
 - Appointments with Student Services or administrative staff
 - Administrative reasons (i.e. testing, class-specific assemblies, or approved special events)
 - College visits
2. **UNRESOLVED ABSENCE:** Unresolved absences must be resolved/cleared within 48 hours, or the absence will be considered a truancy. If a student feels that he/she was incorrectly marked truant from a class period(s), it is his/her responsibility to resolve the absence(s) with the classroom teacher and his/her Dean.
 3. **MAKE-UP PRIVILEGES:** It is the responsibility of the student to make contact with teachers to make up work due to absences, pre-planned absences, or field trips.
 - Truant absences, and absences exceeding the allowable cap, have no make-up privileges.
 - Authorized absences have full make-up privileges.
 - Field trips are not pre-planned absences nor are they considered an absence by state mandatory guidelines. Students may be required to turn in homework prior to a field trip.

Truancy Disciplinary Procedures:

Due to the positive relationship between regular attendance and academic success, it is essential that students attend class. Absence and tardiness limit the educational opportunities and benefits provided by classroom instruction. In addition, students who are absent from or tardy to class infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program. For these reasons it is essential that students attend school on a regular basis and that absences are caused by legitimate and compelling reasons only. A concerted effort should be made by students and parent(s)/guardian(s) to avoid scheduling appointments and activities which interfere with school attendance and class schedules.

A truant is defined as, "any student who absents himself or herself from attendance during all, or part of, a school day during the time when school is in session without parental permission or valid cause."

Below are the steps that will be followed should a student be found truant at Naperville North High School.

Single Period Truancy

- **First Incident** – may include dean meeting, 1 hour detention, and phone call home. If found to be off-campus, an automatic 4 hour Saturday detention will be assigned.
- **Second Incident** – may include dean meeting, 2 hour detention, and phone call home.
- **Subsequent Single Period Truancy** – may include dean meeting, 4 hour detention and parent meeting.
- **Students with Truant absences** have no make-up privileges.

If a student is truant from a class four (4) times, he/she may be withdrawn from the class and placed in a study hall. No credit will be given and a withdrawn fail grade will be listed on the transcript. A notification system (Infinite Campus) exists to inform students and parent(s)/guardian(s) of these incidents of truancy. This notification system will provide that due process procedural rights are being accommodated.

In addition, community service hours may also be assigned to students in violation of the truancy policy. Please be aware that it is Naperville North High School's responsibility to report chronically truant students to the DuPage County Regional Office of Education if they are in violation of Illinois School Code 11:90. An ROE truancy officer may subsequently visit a student's home, issue fines, or require the student and parent(s) to attend court. Please refer to Policy 7.70 (Attendance and Truancy) in the School Board Policies section of this handbook.

We encourage students and parents to be cognizant of class attendance at all times. A student or parent may obtain attendance records via the online Student Information System, Infinite Campus, or request a printout from the attendance office.

ATTENDANCE at SCHOOL (Tardiness):

Tardiness is defined as not being in the classroom when the bell rings. Regular attendance and punctuality are essential if students are to make use of the educational opportunities school offers. Students who are tardy to class must report to a campus supervisor station nearest the classroom (Main Entrance, Athletic Entrance or NPAC Entrance) to receive a tardy pass. The student's Naperville North ID card will be scanned, and the tardy is subsequently reported in the Infinite Campus system, appearing on the student's attendance record. This pass DOES NOT EXCUSE the student's lateness but is required for classroom admittance. Tardiness is recorded on a cumulative basis, per semester, for all classes. The following are the guidelines and corresponding consequences for tardiness:

1. 1-4 TARDIES – Warning issued
2. 5-9 TARDIES – 1 hour detention
3. 10-15 TARDIES – 2 hour detention
4. 16-21 TARDIES – 4 hour detention
5. 22+ TARDIES will require additional intervention, which may include assigned time in the Community Resource Center, a parent meeting, or both

Notes: Students who obtain a tardy pass and fail to report to class will be considered truant from class and will be consequence as such. Similarly, students who are over twenty minutes (20) late to class are considered truant. Excessive tardiness will lead to loss of privilege at the high school level. Students should work with their assigned Dean of Students to address any issues of tardiness prior to it getting to that point.

AUDITORIUM

Many events are scheduled in the school auditorium - which is known as the Naperville North Performing Arts Center (NPAC). Students are required to sit in designated seats for these activities and should be prepared to receive guidance from activity sponsors or school administration when entering and exiting this space. Behavior needs to be appropriate for the event. For example, if students are being provided information (speaker or speakers), full attention needs to be given, and talking is not allowed. Conversely, if students are watching a performance or an awards ceremony, clapping or cheering at appropriate times is encouraged. School rules pertaining to cell phones apply in the auditorium, unless a speaker directs students to use them (as in the case of signing-up for a notification app such as *Remind*). Depending on the activity, food or drink may be disallowed; it is the student's responsibility to adhere to all guidelines that govern specific events.

BEHAVIORAL EXPECTATIONS at school and at school-sponsored events (both on-campus and off-campus):

The Naperville Community Unit School District Board of Education believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or his designee.

The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules and guidelines to encourage positive, constructive and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct. District 203 will not tolerate harassing, hazing, bullying or intimidating behavior. All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior issues should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique, and that administrative discretion is necessary, the goal is to implement the appropriate behavioral, disciplinary, and/or restorative intervention(s) needed to change the undesirable behavior and maintain an orderly school environment.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior issues in our schools will be reduced and a better educational environment will prevail.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

A complete list of prohibited student behaviors can be found in Policy 7.19 (Student Behavior) in the School Board Policies section of this handbook. It is the student's responsibility to be familiar with these regulations and understand the consequences of violating any of these rules. All of these rules apply during the regular school day, during off-campus lunch, and during school-sponsored events and activities - whether "home" or "away."

Violations of District and School policies may result in:

- AM Detentions, M,T,Th, & Fr. - 6:30 - 7:30 AM
- Lunch Detentions, During all lunch periods
- PM Detentions, T, W, & Th – 3:15 - 5:15 PM
- Saturday Detention - 8AM - noon (can be incremental)
- Loss of open campus lunch privileges
- Loss of parking privileges
- Loss of Blended Class privileges
- Loss of Late Arrival or Early Dismissal
- Loss of extracurricular or co-curricular participation
- Social suspension (not being allowed to attend dances, sporting events, or other activities - including Commencement)
- Community Service
- Withdrawal from class with a failing grade for lack of attendance
- Referral to the DuPage County Regional Office of Education for lack of attendance
- Involvement with the School Resource Officer or other local, state, or federal authorities
- In-School and Out-of-School-Suspension
- Placement in an alternative setting for a designated period of time
- Expulsion from school

BLENDED LEARNING

Blended Learning courses are designed to provide students with the experiences of direct instruction, project-based learning, and independent study. These classes typically do not meet every day, and students are allowed some freedom when classroom attendance is not required. The teacher will review expectations and issue permission slips during the first two weeks of class. Keep in

mind that Blended Learning students must ALWAYS carry a student ID and be able to produce this when asked for it in common areas of the building or at entrances/exits.

BUS POLICIES and PROCEDURES

Students must present their current Naperville North student ID to the bus driver every day upon boarding the bus. Students may only ride the bus that they are assigned to, as indicated on their ID. The bus driver may assign seats. Buses will load and unload on the east side of Naperville North High School.. Appropriate behavior at bus stops and the loading zone is required at all times. A bus app (available by scanning a QR code in the bus hallway or at the bus loading zone) is free to students and provides information on bus arrivals, departures, changes, and current weather conditions. Riding the bus is a privilege that may be suspended or revoked if a student does not abide by the rules.

Upon boarding the bus, students are expected to:

1. Remain seated at all times
2. Keep hands, feet and head safely inside the bus
3. Use appropriate language and voice at all times
4. Cooperate with the bus driver
5. Behave respectfully and report unsafe behavior
6. Refrain from eating or drinking on the bus
7. Refrain from tampering with bus equipment or vandalizing the bus
8. Abide by all district 203 policies while traveling to and from school, including at bus stops or co-curricular activities.

Occasionally, inclement weather (storms, rain, wind chills) will necessitate alternative plans for after-school bus loading. Students should pay attention to the PA or classroom announcements and report to the designated area for instructions. Having the bus app is strongly recommended so that students are aware, in real-time, when their assigned bus has arrived.

Buses are equipped with cameras which have visual and audio recording capabilities. These tapes are routinely reviewed. In the event of misconduct, tapes are reviewed by appropriate district personnel at which time disciplinary action may be taken. Each year the students in District 203 complete a bus evacuation drill as required by Public Act 94-0600.

Adopted: May 2, 2022

CHROMEBOOKS

Students at Naperville North High School are issued Chromebooks for educational purposes and use. They should be fully-charged for each school day. Because these devices are district property, they are monitored carefully for inappropriate images, chats, and searches. "Hits" on Chromebooks for questionable content will require meeting with the assigned Dean of Students. All high school students assume the responsibility of good digital citizenship (see Policy 6.235 in the Board Policies section of the handbook) as well as proper care of the device. We understand that students will need a loaner device occasionally, due to forgetting the device at home - or because the device is not working properly. The IT Department, located in the Learning Commons, can assist students with loaners, malfunctions, and overall repair. Students are limited to five loaner Chromebooks per semester and will incur a charge if the repair/damage is not considered "normal wear and tear."

COMMUNITY RESOURCE CENTER (CRC)

The Community Resource Center, located in Room 264 on the second floor, has been created to support a shift in how social-emotional support is understood and framed. It is a space for students to develop the skills they need to be productive members of our school and global communities. The Community Resource Center provides a safe space for students to regulate emotions, learn positive behaviors, and develop classroom and interpersonal skills. Two Student Advocacy Specialists are available throughout the day and can assist students with individual or group needs. Students that access the CRC frequently will be discussed during Problem-Solving Team meetings.

DANCES (and guests)

Naperville North High School dances occur throughout the school year and are organized by various student organizations. The faculty sponsors in charge of the dance or party are responsible for all of the evening's activities. Parents who are invited to school dances come as volunteers.

Students must enter and exit using the designated doors for the activity. Students must also present a current Naperville North High School ID in order to gain entry to the dance. Doors to the dance close one hour after the event begins, and students will not be allowed entrance after that time. Additionally, students will not be allowed to re-enter a dance once they have exited. Students should make arrangements ahead-of-time to be picked up by the end time of the dance. Formal dances such as Homecoming or Prom may have a specific dress code..

In order to provide an appropriate and safe environment for all students, the following expectations for our dances have been developed in cooperation with staff and students:

1. Students must remain in the designated area of the building. For example, if the dance is taking place in the Field House, the academic areas are off-limits;
2. Dancing should be both school-appropriate and not disruptive or dangerous to others. Sexually explicit dancing (i.e "grinding") is disallowed, as is participation in - or creation of - "mash pits."

Students who do not abide by these standards may be asked to leave the dance and may lose the privilege of attending future dances.

With respect to guests (if allowed):

1. Guests must be registered ahead-of-time with Naperville North High School. Follow the procedure that corresponds to the scheduled dance - which will typically be completed online. Understand that showing up with a guest who has not been registered beforehand will result in refusal of entry for that individual
2. All guests must be a freshman in high school (minimum) and under the age of 21 (maximum)
3. Guests must be in good standing - at school or in the community
4. Guests must provide a photo ID prior to entering a Naperville North High School dance
5. Administration reserves the right to vet all registered guests and refuse attendance when not in good standing

DELIVERIES TO THE SCHOOL

Deliveries to the school are discouraged during the school day, but we understand that there may be emergency situations when a student needs an urgent family message, a textbook or Chromebook, or an athletic uniform. These items may be dropped off at the Main Entrance of the school - with the student's name and ID number affixed to them. Under NO CIRCUMSTANCES will the school accept the following items: food of any kind for any occasion, balloons, flowers, money/credit or debit cards, keys, or items that are inappropriate in the school setting. Urgent/pressing messages should be directed to the student's Dean of Students.

Students are not allowed to have food delivered to the school by local establishments or through the use of UberEats or similar applications. These items will be refused at all entrances.

DETENTIONS

Detentions are designed to communicate the importance of following school rules and guidelines and reinforce the notion that inappropriate actions or poor decisions have consequences. If a student has an inordinate number of detentions that are assigned - or unserved - during the course of a semester, it is apparent that detentions are not successfully addressing the student's behavior. In these cases, a parent meeting (with the assigned Dean of Students and the principal) will be scheduled.

DOCTOR(S)' NOTES for ABSENCES

Any notes from licensed clinician(s) should be submitted to the Health Office within three weeks of a student absence.

DRESS CODE

The student dress code at Naperville North High School is derived from Board Policy 7.160, Student Appearance: *Students' appearance, including dress and personal hygiene, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health and safety.*

Naperville North will promote a positive learning environment consistent with the values of Naperville Community Unit School District #203 to ensure a safe and inclusive working environment for all students, staff and community, regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size. An individual's dress, personal appearance, and cleanliness - as well as behavior - demonstrate sensitivity to, and respect for, the learning community.

1. Students must wear bottoms, tops, and shoes
2. Clothes must be worn in a way that genitals, buttocks, and nipples are fully-covered with opaque (non-transparent) material
3. All undergarments must be covered by outer attire (visible straps are allowed)
4. Caps, hats, or head coverings may be worn in the building during the school provided that they do not compromise the ability to identify a student, compromise academic integrity, or cause a disruption to the learning environment
5. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, pornography, profanity, violence, gangs, or weapons may not be worn at school
6. Students cannot wear anything that includes hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, or national origin (adapted from the American Library Association)

These guidelines may be adapted by building or district administrators for special events or other school-sponsored activities. Student athletic and activity apparel will be defined by safety and performance standards. All dress code adaptations must follow Board Policy 7.160 - Student Appearance.

DUE PROCESS

Students and parents who have concerns with disciplinary rulings should follow these steps:

1. Parents/Students may request a hearing with the principal and Dean of Students. Call the principal's office at 630-420-6484.
2. If Parents/Students still have concerns, they are entitled to request a formal hearing by contacting the Assistant Superintendent for Secondary Education at 630-420-6318.

ELECTRONIC DEVICES (phones, earbuds, cameras)

Cell Phones

Students may be in possession of cell phones, pagers, and other electronic devices during the school day; however, cell phones should not be seen or heard in the classroom unless a teacher has given explicit permission. Students that violate this policy will be written-up and issued detention. Teachers may also require a student to leave his or her cell phone in the classroom prior to being issued a restroom or hallway pass. This is especially relevant during assessment periods. Continually violating the cell phone policy may result in a parent meeting.

Additionally, cell phones are disallowed completely when the school conducts state testing (PSAT, NMSQT, SAT, for example). Simply being in possession of a cell phone will result in the student's test being invalidated and/or the student being sent home. Phones must be powered-down completely and stored with the proctors or in a backpack/purse in a designated location of the testing room.

Appropriate use of these devices is still allowed during non-instructional time (lunch, before and after school, and during passing periods).

Headphones and Earbuds

Students may be in possession of these items; however, the use of them is strictly prohibited in the classroom unless a teacher has given explicit permission. Students that violate this policy will be written-up and issued detention. Like cell phones, appropriate use of these devices is still allowed during non-instructional time (lunch, before and after school, and during passing periods).

Cameras (including cell phone cameras)

Unauthorized use of electronic devices to take, display, or send images or recordings is prohibited on school grounds during the course of the school day. The use of any electronic device in locker rooms or restrooms is strictly prohibited at all times.

ELEVATORS

The convenience of two school elevators will be provided to any student or staff member with a permanent or temporary physical injury or disability. During emergency situations or drills, elevators may not be used. Students must be authorized by the school nurse to use the elevators and will be assigned a key upon approval.

EMERGENCY PROCEDURES

Emergency Announcements

Announcements due to inclement weather or other unusual circumstances will be made over the PA at the appropriate time during the school day. As information becomes available, we will provide an emergency message on some or all of the following communication venues: Telephone "All Call," "Talk 203" (e-mail), the school website (<https://www.naperville203.org/Domain/28>), the Remind application, and/or the introductory school message at 630-420-6480.

Emergency School Closing

Information relative to school closing, transportation information, or the early closing of school will be posted on the school/district website and on the school/district Twitter account; as well as some or all of the following communication venues: Telephone "All Call," "Talk 203" (e-mail), the school website (<http://schools.naperville203.org/north>), the Remind application, and/or the introductory school message at 630-420-6480.

Fire and Severe Weather

At the beginning of the school year, teachers will review the procedures to follow in the event of a fire or severe weather incident with their classes. Fire and severe weather drills will be held periodically. Drill regulations and evacuation routes are posted in each room.

Lockdown Procedures

In the event that we need to secure the building and keep students and staff in present locations, the following procedures will be implemented:

"Soft Lockdown:"

1. Announcement will be made over the PA that staff and students should remain "in place" but continue with classroom activities
2. Staff will bring in any students found in hallways
3. Staff and students will remain in locked classrooms
4. School administration will communicate with staff via email or phone, depending on the circumstances
5. Announcement will be made over the PA that the "soft lockdown" has concluded

In the event of an immediate threat (one that is occurring on school property), we will follow the advice of local law enforcement and district officials and may implement ALICE protocol, a response plan that has been shared with both staff and students. ALICE is an acronym for: Alert, Lockdown, Inform, Counter, and Evacuate. Depending on the severity and location of the threat, an appropriate response will be determined.

ENTRANCE and EXIT PROCEDURES

Students arriving at the building in the morning for school should use one of four designated entrances: the Main Entrance (Door 1), the Bus Entrance (Door 4), the auditorium entrance (Doors 8 and 9) and the Athletic Entrance (Door 19). Similarly, when students leave for the day, they should exit using the same doors. Any use of unauthorized entrance/exit doors poses a security threat to the school community. Students that violate this will meet with the assigned Dean of Students.

EXPULSION

Expulsion from school means that a student has been excluded from enrollment as a student of Naperville North High School and Naperville Community Unit District 203. The decision to expel is made by the School Board after due process proceedings. While every attempt is made to continue the educational experience of a student, some violations infringe upon the safety and security of the school community in a way that may warrant student removal.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources. In addition, no student may be required to submit to any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources and which reveals the information specified in 20 USC 1232h, without prior written consent of the student's parent or, if the student is eighteen (18) years of age or emancipated, prior written consent of the student. Thus, this law prohibits a survey, analysis or evaluation funded, wholly or in part, by the Department of Education which reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sexual behavior and attitudes; illegal antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Copies of this law and Board of Education Policy 5125, which has been adopted pursuant to 34 CFR 99.6, are available in the District office for inspection during regular business hours by contacting the District Compliance Officer. Of course, students enjoy other privacy rights and parents have other rights to review materials under provisions of the Illinois School Code. FERPA creates additional rights and does not preempt those rights afforded by state law.

FIELD TRIPS

All school field trips require parent permission unless it takes place entirely during the regularly scheduled class time.

- Students have the option of attending the field trip or attending regularly scheduled classes without penalty for either decision. All work missed may be made up for full credit.
- Students will be directly supervised by adult chaperones (and attendance will be taken) until the time they are released to other classes, activities, or have secured appropriate transportation home.
- All school rules are in effect throughout the duration of the field trip.
- Administration retains the privilege of restricting field trip attendance.

Controversial Speakers

To accomplish a special course objective, speakers are invited to talk on topics which a student or parent may find objectionable. If a topic is judged to be controversial, the teacher will inform the students. If the parent requests an exception, the student will not participate in the class or field trip on the day of the presentation. There will be no grade penalty for this decision - although the student may have an alternate assignment or activity.

GAMBLING

No form of gambling is acceptable at school for any reason. Students found in violation of this policy will be written-up and issued consequences.

GANG-RELATED ACTIVITY

Gang activity, gang-related activity, or any activity which appears as such including, but not limited to drawings/graffiti, clothing, bandanas, hats, or any other form of representation will result in a written referral and disciplinary consequences.

HEALTH OFFICE

Medication is administered in the NNHS Health Office, which is located on the first floor, adjacent to the Student services 1 Office. Documentation for health-related absences is also submitted to this office. Please know that any absence-related documentation must be submitted within three weeks of a student's absence/absences.

HOMEROOM / WIN

On Tuesdays and Thursdays of the school week, students will be assigned to homeroom - or WIN ("What I Need"). These are 45-minute periods and appear on a student's schedule. Homeroom is designed to connect students to teachers, to each other, and to the school through information-sharing and activities. Students in homeroom will participate in teacher check-ins, called *Pack Checks*, (grades and attendance), celebrations (i.e. honoring state championships), and special competitions throughout the year. Students may also receive grade-specific counseling curriculum during this time.

WIN periods are designed to allow students opportunity for academic intervention. These sessions often involve direct instruction or the re-explanation of concepts in specific content areas. These periods also provide students with time to get questions answered, take a test that was missed because of an absence, complete missing assignments, or review for an upcoming assessment. Because student needs change throughout the school year, WIN sessions - and therefore attendance to specific sessions - fluctuates. Here are the guidelines that govern the program:

1. Attendance to a WIN session is mandatory
2. Students are required to make WIN selections through Infinite Campus (directions will be provided)
3. Students have *some freedom* in selecting a WIN session; however, a teacher's request overrules student preference
4. Students will remain in the designated WIN session for the duration of the period

ID CARDS

ID cards will be issued at the beginning of each school year. Students must carry their school-issued IDs, or be able to access their school ID through the Infinite Campus platform at all times in school or when involved in a school activity; failure to do so may result in a consequence. Upon request, a student shall present the ID card to any school employee. ID cards that have been lost must be replaced immediately for a \$5 fee through the Learning Commons. Additionally, all Blended Students must carry the actual, physical ID card, or they will not be allowed to leave campus during "off periods."

LATE ARRIVAL/EARLY DISMISSAL

Senior students who are not credit-deficient have an opportunity to include Late Arrival or Early Dismissal into their daily schedules. As a result, they are not required to be in school during this time. The following expectations are in place for these students:

1. Late Arrival: Students must enter through an authorized entrance: Main Entrance, Athletic Entrance, or NPAC Entrance
2. Late Arrival: Students will need to let the campus supervisor know that Late Arrival is on their schedule. The student should then wait at that location until the bell rings to end first period
3. Early Dismissal: Students will need to let the campus supervisor know that Early Dismissal is on their schedule prior to leaving the building at the end of seventh period
4. Early Dismissal: Students who are remaining in the building for eighth hour (because of after-school practice or other activity) must be under the direct supervision of a staff member

Note: Students who do not follow these expectations will be placed in a study hall during first or eighth period and will have the privilege revoked.

LOCKERS (Hall Lockers & PE Lockers)

Students may request to be assigned a locker at school by visiting the Student Services 1 Office, located off the large cafeteria. Students are responsible for any damage to the assigned locker and may incur a charge if the damage is outside of the normal "wear and tear." Locker combinations should never be shared, and students are not permitted to share lockers. The school cannot be responsible for lost or stolen items. Any mechanical problems (locker jammed, won't open) should be directed to the Student Services 1 Office. The school maintains ownership of each locker and has the authority to search any locker if there is reasonable cause to believe items of an illegal or dangerous nature are contained therein.

Students will also be assigned a locker in the PE area for use during Physical Education classes. Students are required to purchase and use a school lock for their PE locker. This lock must be purchased through the NNHS School Store or the PE Department. Students are required to lock-up all backpacks, clothing, shoes, etc. during PE class. Students who do not comply with this request will be issued consequences by the PE Teacher and/or the assigned Dean of Students. Any non-school issued lock will be cut off and students will be responsible for replacing it with a school-issued lock.

Students should always double-check their lockers before walking away to make sure that they are locked properly and that the contents inside are secure.

LOITERING

Students are not permitted to loiter in any hallways, locker rooms, or washrooms during passing periods, lunch periods, or after school. Loitering is defined as sitting on floors, tables, or "hanging out" and lingering in any of these areas. This includes students who serve as "look outs" for any inappropriate behavior. Additionally, students who are not involved in a supervised sport, activity, or academic help session after school must leave the building by 3:30 PM. Any loitering is subject to disciplinary action.

LOST AND FOUND

A Lost & Found Center is housed in the Student Services 1 Office for clothing, textbooks, and other valuables. All found items should be turned in to the Student Services Office. All claims for lost articles should be presented there. Unclaimed articles are turned over to charitable organizations at various times during the school year. For lost or misplaced Chromebooks, students should visit the IT Department, located in the Learning Commons.

LUNCH / OPEN-CAMPUS LUNCH

Students may bring lunch from home or purchase lunch or a la carte items through the food service. Students are prohibited from having food delivered to the school at all times. Students may eat and must remain in designated lunch areas during the entire lunch period. Naperville North is a closed campus for lunch for freshmen and sophomores. Any student who leaves the building unauthorized will receive disciplinary consequences. In addition, students who have multiple off-campus violations may lose their open campus lunch privilege during junior or senior years..

"Open Campus Lunch" is the only exception to the closed campus lunch concept. For the 2024-2025 School Year, this program will be available to seniors whose parents/guardians have extended permission. Additionally, "open campus" will be available to juniors during the first semester - on a trial basis. Should the juniors (collectively) follow the rules of open campus, NNHS will allow the opportunity to continue for semester two. This is no guarantee and must be earned.

The following rules govern open-campus lunch:

1. Students must have a current NNHS ID - either the physical card or the ID with bar code found on Infinite Campus
2. Students must exit and enter through the NPAC or Athletic doors (where they will be scanned in and out)
3. Students must return to the building on-time for class
4. All school rules, even while off campus, apply

The privilege of open-campus will be suspended or revoked if:

1. Students use an ID card that is not assigned to them for purposes of participating in the program
2. Students are returning late and missing instruction
3. Students are not in good standing with respect to overall attendance (including tardy accumulation)
4. Students are suspended from school
5. Students use unauthorized exits or entrances
6. Student behavior off-campus is not in accordance with standards set by Naperville North High School and School Board Policy 7.19 (Student Behavior), found in the Board Policies section of this handbook

Student behavior - including regular school attendance - is both individually and collectively tracked at Naperville North High School. Students who remain in good standing will be extended the privilege of open-campus when it is their turn to have it. Those students who amass a long list of behavioral infractions (again, including irregular or poor attendance), will not be extended this opportunity.

Because juniors are not allowed to park on-campus, they should carefully consider all factors before going off-campus. Our concern, naturally, is student safety, and we do not want students driving recklessly (speeding, rushing) because so much time is spent actually getting to their vehicle - which may be parked on a side street. We will not make concessions for traffic volume, long lines at restaurants, returning to school and not being able to find parking, or weather conditions. Therefore, **all students going off-campus** for lunch should consider the pros and cons of **each day**.

PARKING (Senior Students Only)

Seniors who have received a parking pass through a lottery system are allowed to park on campus. Freshmen, sophomores, and juniors who park in school lots will be towed, as well as lose privileges to park in the lot as a senior.

The following guidelines have been established for parking on-campus:

1. If you park outside of the designated student parking spots or create your own parking space, your car will be towed and you will lose your parking tag;
2. Only seniors who have been issued parking passes are allowed to park on school property;
3. Changes in vehicles must be reported to the Main Office (Assistant Principal for Operations);
4. Motorcycles are not allowed;
5. Tags must be displayed at all times and cannot be obstructed;
6. If you forget your tag, **you must park off-campus**;
7. If you lose your tag, you must report it immediately to the Main Office (Assistant Principal for Operations). If it is determined that you are allowed a replacement tag, a replacement charge will be assessed. We can replace your tag ONE TIME; if you lose or misplace it again, you will forfeit your parking privileges for the remainder of the school year - without refund;
8. Parking in the lot using an invalid, duplicate, scanned, or forged tag will result in disciplinary consequences, and your car will be towed. If you use a tag that was assigned to another student, you will face disciplinary consequences;
9. If you provide your tag to another student, you will receive disciplinary consequences - and your parking privileges will be revoked;
10. NNHS reserves the right to search your vehicle;
11. If you lose your parking privileges for any reason, your money will not be refunded;
12. Driving recklessly or speeding, parking in areas that are not designated for student use, failing to follow school rules, etc., can result in the loss of parking privileges. The Dean of Students has the final say as to whether your parking privileges remain current, are suspended, or are revoked;
13. Students must follow all the laws with regard to the number of young people in a vehicle;
14. Once seniors graduate or leave the school, car tags assigned to them are invalid;
15. Do NOT park in unauthorized locations such as visitor, staff, handicapped, or reserved parking;
16. Temporary parking cannot be provided. We do not have the space;
17. Most importantly, parking on campus is a privilege that most seniors covet. Please respect this privilege.

Seniors that secure parking privileges in 2024-25 are expected to attend school regularly and on-time. If you are truant to classes, climb over the ten-day attendance cap without valid reason, or rack up an inordinate number of tardies, your parking privileges will be suspended or revoked.

Additionally, failure to follow the established rules above can result in towing or suspension/revocation of all parking privileges. If any rule is unclear, students should see their assigned Dean of Students for explanation. The rules are in effect beginning the first day of school. NNHS does not refund the cost of a parking pass, nor does it reimburse or cover the cost of towing.

Lost permits will be replaced one time only for a fee of \$35. If determined that a replacement tag is warranted, students will purchase a replacement tag in the Main Office through the Office of the Assistant Principal of Operations.

Designated Student Parking Areas:

- West parking lot (Athletic entrance)
- South auditorium (NPAC) lot – park in last two rows of the bottom level only (see posted signs)
- Tennis court area

Students who drive without a parking pass will need to park on the side streets surrounding the high school campus. These side streets fill-up quickly and early. Parking in a surrounding business lot, although not monitored by the school, is often a recipe for towing. Students who do not have parking privileges are encouraged to use the bus transportation to and from school.

Handicapped Parking: Only properly authorized vehicles may park in Handicapped spots. Unauthorized cars may be ticketed by the Naperville Police Department. NNHS does not issue handicap placards. You must apply for this through the Department of Motor Vehicles.

Again, failure to comply with the above rules and regulations will result in disciplinary action, the possibility of losing one's parking permit without refund, and/or towing of the vehicle at the owner's expense.

RELIGIOUS HOLIDAYS

Naperville North High School makes every attempt to work with our community to avoid scheduling extra-curricular events on major religious holidays. However, with the volume of events to schedule on a finite school calendar, it is not always possible to avoid every religious holiday. It is our desire to respect the religious practices of every family in our school. If a conflict occurs, students are encouraged to celebrate the religious observances with the school's full support. Early communication with coaches and sponsors is critical in such cases. Please check all published schedules for potential conflicts.

SCHOOL RESOURCE OFFICER

The School Resource Officer is a member of the Naperville Police Department who is assigned to NNHS full-time during the school year. This officer serves as a community resource to the students, faculty, and staff, providing easy access to the full range of police services. The SRO may be contacted through the Deans' Office. The officer assists the Deans with investigations, student interviews, programs, and other related areas. The School Resource Officer also provides law-related education through presentations to classes and organizations throughout the school. Some additional responsibilities will include:

- Act as the criminal justice system's consultant to the school in matters of law enforcement and juvenile procedures
- Assist school officials and parents with runaways
- Assist school administration in resolution of criminal and/or antisocial behavior
- Assist in with persons trespassing and/or committing criminal acts on school property
- Meet with school counselors, Deans of Students, and other members of the administrative team to identify individuals, situations, or conditions which may result in inappropriate or criminal behavior

SEARCH & SEIZURE:

Students are hereby notified that school lockers, desks, storage facilities, and other school property are subject to searches at any time for any reason. Furthermore, students should have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student property. This includes, but is not limited to, bags, backpacks, clothing, purses, and vehicles - whenever the administration deems necessary.

School authorities may search a student and/or the student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner reasonably, related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Canines and police officers may be utilized for such searches.

When feasible, the search should be conducted outside the view of others, in the presence of a school administrator or adult witness, and by a certified employee or administrator of the same sex.

School property, including but not limited to desks and lockers, is owned and controlled by the District, and the District may make reasonable regulations regarding its use. School officials are authorized to conduct area-wide general administrative inspections of school property (i.e., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District 203 rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Locker – Students may request to be assigned an individual locker; however, sharing is prohibited. Students are responsible for all items inside their locker. Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything within considered inappropriate, improper, illegal, or unsafe

Vehicle - It is also important for students to understand that the appropriate school personnel has the right to inspect and/or search any vehicle being driven by a student and parked on school grounds should there be reasonable suspicion that there is something illegal, improper, or unsafe inside the vehicle.

Students are encouraged to read the entire policy, 7.14 (Search & Seizure) in the Board Policy section of this handbook.

SKATEBOARDS, ROLLERBLADES, ETC.

Skateboards, bicycles, rollerblades, hoverboards or any other personal transportation devices are not allowed at any time within the building. Bicycles may be ridden to school and should be locked up at the appropriate bike racks provided.

SMOKING/VAPING

State and federal regulations prohibit smoking or vaping on school district property. Smoking, possession, or use of conventional or electronic tobacco products is prohibited on school grounds, within visible sight of the school property, or on property adjacent to the school boundaries. Violators are subject to school disciplinary action and police enforcement.

SPORTING EQUIPMENT

Students may not use or possess hacky sacks, frisbees, basketballs or any other sporting equipment in the hallways, classrooms, or any other unauthorized areas. These pieces of equipment must be stored in student lockers during the school day. Failure to comply with this will result in confiscation of the equipment and a written referral. If equipment is confiscated, it may be picked up in the student's Deans' Office after school.

STATE REPORTING of INCIDENTS

Incidents involving battery, firearms, or drugs will be reported to the Illinois State Board of Education's *Student Incident Reporting System*. Additionally, student attendance (chronic absenteeism and truant minors, for example) is also reported.

STUDENT PICK UP/DROP OFF POLICY

Students who receive a ride to school should be dropped off on the north (Main Entrance) or south side (NPAC) of the building between 7:00 - 7:30 AM. Drop-offs are also allowed from 7:15 - 7:30 AM on the east side of the building (the bus lot). The closer we get to school starting (typically 7:45 AM), the longer the lines and the heavier the traffic. Students should consider this carefully so as to avoid being late to school. Traffic and lines are not considered viable excuses for lateness.

Drop-off for late arrival students can be done at the Main Entrance, the Athletic Entrance, or the NPAC Entrance. Similarly, early dismissal students can be picked-up at the same locations.

Students that are waiting for rides after school will need to remain in designated areas: outside of the Main Entrance, NPAC, or Athletic Entrance (when the weather is cooperative) - or in the corresponding vestibules of each. Students are not allowed to roam around the building or linger in common areas - such as the cafeterias - when waiting for rides.

SUBSTANCE USE / TOBACCO USE

In order to ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate involvement, use or abuse, and implement intervention or support services as needed along with appropriate disciplinary action. Students that are struggling with issues involving substances are encouraged to seek out assistance in Student Services 1 (school counselor, social worker, or Dean of Students), **proactively**, so that programs, interventions, and/or supports can be discussed and/or offered.

Note: In accordance with Naperville City Ordinance, there may be police involvement for substance abuse, or for tobacco use by students under the age of 21.

SUSPENSION FROM SCHOOL

IN-SCHOOL SUSPENSION

In-school suspensions range from 1-8 periods on any given school day and may be assigned for violation of school rules, including failure to serve previously assigned detentions. In-school suspension is located in the Community Resource Center, located on the second floor of the high school. While a student is in the CRC, he or she may participate in processing the infraction(s) as well as a reflective or restorative discussion. The goal of in-school suspension is to correct the behavior by providing strategies or alternative ways of "doing something" so that more severe consequences for the same behaviors are not on the horizon.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspensions range from 1-10 days based on infraction and student history. Students who are in violation of school rules may be assigned a suspension. Throughout the duration of the suspension, students are not allowed to be on any District 203 property or to attend any school functions, including sporting events, club meetings, or dances - even if those activities are off-campus. If a student is found on campus during the time of a suspension, he or she is subject to arrest. Multiple suspensions may warrant a parent meeting, formal hearing, or both. Students retain make-up privileges for all work missed during the time of suspension and should consult with individual teachers to create timelines for work completion and submission.

SOCIAL SUSPENSION

For certain situations involving inappropriate behavior - or when students have excessive referrals or a back-log of detentions that have not been served - social suspensions may be issued. These suspensions prohibit students from attending school events such as athletic contests, dances, celebrations, theatrical events, or special programs such as Airband, Exit with Pride, or Commencement. Social suspensions that occur during the school day may include lunch room or Learning Commons restrictions - as well as bus riding restrictions. These suspensions may also include other consequences and are primarily designed to keep the integrity of all school events and procedures intact.

Students should review Policy 7.20 (Suspension Procedures) in the Board Policy section of this handbook.

TALK 203/TALK NNHS

Talk203 is District 203's communication system, which combines both telephone and email notifications to our families, staff and community within one provider, Blackboard Connect. Messages are issued at both the school and district-wide level. They include information regarding upcoming events, important decisions affecting students and staff, and emergency bulletins such as weather-related school closings. Since Talk203 is tied to our Student Information System, any parent who has provided a phone number and an email address to the District during the student registration process will automatically be included in the database to receive Talk203 messages. If you did not provide an email address at registration, you may be added to the system (or change your existing information) by logging into your Infinite Campus Portal, accessible from the homepage of the District website:

www.naperville203.org. If you need assistance with Infinite Campus, please call (630) 420-6825. Community members may also sign up to receive district-wide Talk203 messages by clicking on the Community Talk203 button found on the left side of District 203's homepage.

TRESPASS NOTICE

No person or persons are to enter school property without legitimate reasons for being present. Trespassing on state-supported land is specifically forbidden by Chapter 38, Section 21-5 of the Illinois Criminal Code and by Naperville City Code, Chapter 10, Section 2-4-1. Naperville North will be guided by the state and city ordinance regarding trespassing. Those people found trespassing will be reported to the Naperville Police Department and evicted from the building. Parents and visitors should refer to the "visitors" section of this handbook.

VIDEOTAPING AND PHOTOGRAPHING STUDENTS

During the course of the school year your child(ren) will be involved in many school activities that may be captured on video or photographed for sharing and/or placement in the school, on the website, or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is sent annually in the registration packet and return it to the school. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory. The Permissions Denial form must be signed and submitted to the principal at the beginning of each school year to avoid any misunderstandings. The form may be accessed on the District 203 website at the following link: <http://www.naperville203.org/assets/PermissionsDenialForm%2Epdf>

VISITOR POLICY

We welcome visitors who have business in the school. All visitors should follow the appropriate guidelines listed below. Volunteers and visitors should be aware that they may be exposed to contagious diseases when they are in school buildings, and persons who may be pregnant or have a poor immune system are most at risk. Please direct your questions to the school nurse or health technician should you have reason to be concerned (630-420-6499).

Adults

- Sign in at the main entrance
- Show driver's license or picture identification
- Secure and wear the visitor's badge
- Return badge and sign out

Alumni

- Contact a current staff member to make an appointment (time in the building should be limited)
- Bring evidence of appointment to the main entrance (email or text message, for instance) and sign in
- Show driver's license or picture identification
- Secure and wear the visitor's badge
- Wait for the designated staff member to arrive; he or she is your escort
- Return badge and sign out

Students

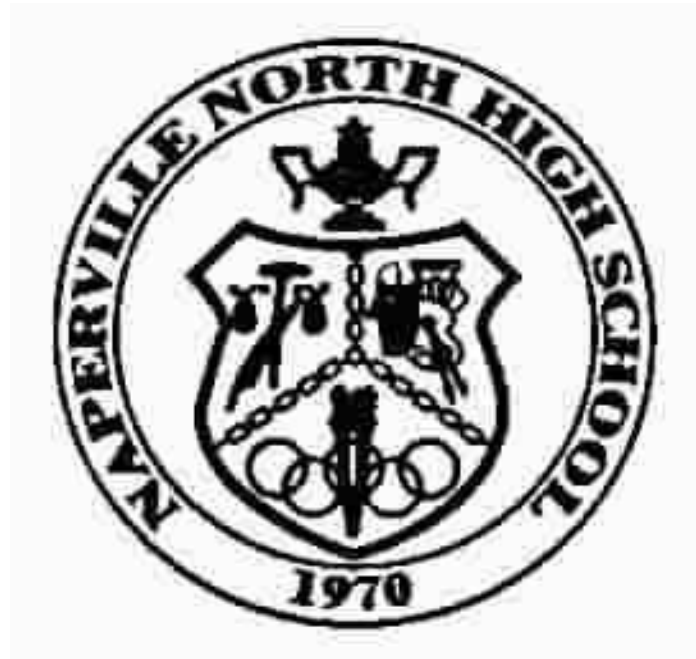
The only students that will be allowed as visitors in the building are international and parochial students. All student visits must be pre-arranged 48 hours in advance with the Assistant Principal of Student Services. No visits will be permitted during the first week or last two weeks of each semester. Guests may not be students in public schools in DuPage County or any surrounding county. All guests must be of high school age; therefore, visiting international students must be between the ages of 13 and 19. It is the NNHS hosting student's responsibility to be sure that all procedures are followed properly.

- Sign in at the main entrance
- Show driver's license or picture identification
- Secure and wear the visitor's badge
- Return badge and sign out
- Exceptions to these rules may be discussed with the Assistant Principal of Student Services

WELLNESS CENTER

The Wellness Center is located in Rooms 187 and 188 on the first floor of the building. This center is designed to help students work through internalizing behaviors (depressive episodes, other mental health concerns) so that they are able to regroup and access their education throughout the day. The Wellness Center also assists students in developing work-completion timelines and securing peer tutoring or other resources post-hospitalization. Access to the Wellness Center is obtained through visiting a member of the student's assigned Student Services team.

ACADEMICS



ACADEMIC PROCEDURES

It is the intention of the faculty at NNHS to maintain open lines of communication with our parents regarding student academic progress. Transcript credit is earned on a semester basis with GPA being calculated on a 4.00 scale at the end of each semester. Only the semester grade is used in the calculation of GPA, and it is the only grade maintained on the permanent record of the student.

Artificial Intelligence Statement

At Naperville North High School, we strive to build a learner's mindset in all students, developing qualities such as adaptability, communication, critical thinking, and global citizenship. Generative artificial intelligence (AI) offers new opportunities to engage with important technology relevant to the future but also raises significant ethical considerations. AI tools provide unique ways to engage students in the learning process; hence, we encourage our staff to guide students in using AI responsibly. Teachers have the authority to establish guidelines for AI use in their classrooms, setting clear expectations for how - and if - AI can be used on learning tasks. Concurrently, we recognize that excessive reliance on Artificial Intelligence risks replacing genuine student engagement and original thought, undermining the attributes we aim to cultivate. Striking a balance between leveraging AI tools effectively and maintaining academic integrity is crucial to the learning experience of each student.

Academic Integrity Code Statement

District 203 students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. It is the responsibility of our students, teachers, and administration to uphold the fundamental academic values of honesty, responsibility, fairness, respect and trust. The integrity of our district's academic programs is built upon these principles.

Educators' role in this code is to provide learners with models for achieving academic integrity and to set clear academic and behavioral expectations with consistent consequences for dishonesty. Classroom teachers will use the resources available to limit the opportunity for academic integrity violations as well. Students are expected to submit work that is an accurate representation of their knowledge and skill of the standards being assessed.

Academic integrity violations include cheating, plagiarism, self-plagiarism or copyright infringement, obtaining or providing an unfair advantage, using a writing service and/or generative artificial intelligence in place of original work unless specifically authorized by staff, falsification of documents, unauthorized access to records, and inappropriate collaboration, whether intentional or unintentional. The classroom teacher and administration will collaborate and exercise professional judgment in determining academic integrity violations.

The following are behaviors that constitute violation of District 203 Academic Integrity Procedures:

1. ACADEMIC INTEGRITY VIOLATION

Examples include, but are not limited to, intentionally or unintentionally:

- a. Using unauthorized notes, answers, aids, calculators, electronic messages/images/content, online language translators, or other information on an examination, paper, report, project, homework or other assignments, and/or accessing the internet during a test;
- b. Copying from someone else's work, such as from an exam, test, quiz, lab report, paper, project, electronic document, homework or other assignment;
- c. Allowing another person to do one's work, such as from an exam, test, quiz, lab report, paper, project, homework or other assignment;
- d. Using generative artificial intelligence (AI) for brainstorming, research, production, formatting, and/or revision without explicit authorization from staff

2. PLAGIARISM, SELF-PLAGIARISM OR COPYRIGHT INFRINGEMENT

Examples include, but are not limited to, intentionally or unintentionally:

- a. Presenting the distinctive ideas, facts or words of another (in part or in whole), or imagery without appropriate acknowledgment of the source as one's own (including AI-generated responses and work). Issues of plagiarism apply to any type of student work including, but not limited to exams, papers, any written or printed text, foreign language translations, computer programs and websites;
- b. Failing to place quoted text in quotation marks, and/or failing to attribute the source;
- c. Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent from receiving instructor;
- d. Attributing an idea, fact, or quotation to an incorrect, false, or made-up source;
- e. Copyright infringement pertains to unauthorized use of any work fixed in tangible media such as books, articles, web sites, art, music, photography, electronic and video.

3. OBTAINING OR PROVIDING AN UNFAIR ADVANTAGE

Examples include, but are not limited to, intentionally or unintentionally:

- a. Sharing, gaining or providing access to examination materials prior to the time authorized by the instructor, during the exam via electronic or other transfer, or distributing examination materials to others at the conclusion of the examination.
- b. Providing or sharing material, information, or other assistance based on prior knowledge or access that is, or could be used, on an exam, quiz, project, paper, or homework assignment without teacher authorization;
- c. Sharing or giving another person a copy, in any format, of an exam, quiz, paper, lab report, homework, or other assignment when it is not part of a collaborative learning effort and promotes an unfair advantage;

- d. Working with someone on any type of assignment unless you have been directed to do so by the teacher, or are doing so in ways contrary to teacher instruction. Do not share work, including electronic, unless it is specifically expected by the teacher.
- e. If a cell phone (or other electronic device) is out during an exam the student will receive a consequence whether or not they are seen accessing the phone.
 - i. If a student has a cell phone out but is not seen accessing it they will receive a referral stating, "Student had cell phone out during an assessment." This will carry a more severe consequence than a typical cell phone violation.
 - ii. If a student is seen accessing their phone during an assessment they will receive a referral for academic integrity.
- f. If a student would like to use another student's work as an example the students must email the teacher (including all students involved in the share) explaining who is sharing their work and who is receiving the work.
- g. If a student uses AI tools to obtain (for oneself) or provide (to another) an unfair advantage in assessments, such as generating content without authorization.
- h. If a student is only missing class periods on testing day the teacher addresses the student and warns that next time will need a doctor's note etc. to make up the exam.

In order to promote an environment of academic integrity we believe an imperative part of the process is an understanding of academic values. Therefore any student in violation of the academic procedures will meet with his/her Dean to discuss the matter and ramifications of cheating both at the high school and college level. Our goal is to work with students to develop life-long learners who understand the importance of academic values and integrity.

CONSEQUENCES FOR ACADEMIC INTEGRITY

LEVEL 1

Cheating, plagiarizing, or obtaining or providing an unfair advantage on formative assignments that include, but are not limited to, daily homework, worksheets and other classroom assignments.

CONSEQUENCES will include, but are not limited to:

- Referral to assigned Dean of Students
- Parent contact by teacher
- Academic consequence

CONSEQUENCES may also include, but are not limited to:

- Disciplinary consequence
- Notation placed in student's temporary discipline file

LEVEL 2

Cheating, plagiarizing, or obtaining or providing an unfair advantage on summative assignments that include, but are not limited to, quizzes, tests, papers, projects or presentations. In addition, multiple Level 1 violations will result in Level 2 consequences, which will be determined during a meeting with the assigned Dean of Students, the student, and perhaps the teacher.

CONSEQUENCES will include, but are not limited to:

- Referral to Dean of Students
- Parent contact by teacher and Dean
- Academic consequence
- Disciplinary consequence
- Notation placed in student's temporary discipline file

CONSEQUENCES may also include, but are not limited to:

- No public recognition of the student at any honors function
- Notification to Honor Societies
- No distinguished scholar recognition
- No scholarship money granted to the student by the High School Scholarship Committees
- Class level change

LEVEL 3

Theft, sale or the distribution of those materials including, but not limited to, examinations, quizzes, or any material used to gain an unfair advantage; or changing and/or falsifying a grade. Cheating on a final exam or culminating project is considered a level 3 violation. In addition, multiple Level 2 violations will result in Level 3 consequences, which will be determined during a meeting with the dean, teacher and student.

CONSEQUENCES include, but are not limited to:

In addition to Level 2 consequences, any actions deemed to be criminal in nature may be referred to the Naperville Police Department.

High School Grading Practices

Naperville North believes that a collective partnership with parents/guardians provides students the best opportunities for success. We ask that parents/guardians regularly check Infinite Campus for grade updates and progress notes for each course that are communicated through graded work. Monthly grade reports will be posted through Infinite Campus. These monthly grade reports serve as progress reports for the semester grade. Parents will be notified when these monthly progress reports are posted. Should you have any questions concerning your student, the first line of communication is the teacher with whom you have the question or concern. In most cases, the initial phone call will clear the issue. If the conversation with the teacher is unsatisfactory, contact administrators in this order: Department Chair, Assistant Principal, Principal.

The standards to be assessed as well as how the overall semester grade is calculated will be communicated through the syllabus for each course. The grade information displayed in Infinite Campus communicates each student's progress toward mastery of the standards to be assessed for each course.

- Assignments and assessments listed for each course will also indicate whether the work is practice or evidence-based in nature. Practice work is a critical part of the learning process as these assignments provide students with lower-stakes opportunities for feedback as they prepare for the evidence of learning (typically, assessments, papers, projects, or presentations) through which students demonstrate their mastery of the standards. Practice work cannot exceed 10% of the overall coursework grade.
- Students who do not demonstrate sufficient mastery of the essential standards for each course will be required to engage in further learning and assessment. At times, this additional learning will be delivered through required intervention outside of the student's assigned class period, such as lunch, study hall, before or after school, Homeroom or WIN.
- The semester grade is calculated based on "Coursework" and a "Final Exam" for each course. Although the final exam may be a project or demonstration in nature, the culminating assessment for each course cannot exceed 15% of the semester grade.

The semester grade for each course will be assigned using the grading scale listed below and will contribute to each student's cumulative grade point average. Due to the accelerated pace, heightened expectations, or enriched nature of activities, some courses at NNHS carry additional weighted credit in the calculation of GPA. Students receiving a D or F will not receive weighted credit. Please refer to the Program Planning Guide (posted online) for complete information.

Grade	Scale	Regular Grade Point	Weighted Grade Point
A	90-100%	4	5
B	80-89.5%	3	4
C	70-79.5%	2	3
D	60-69.5%	1	1
F	Below 59.5%	0	0

Incompletes

On occasion it may be necessary for a teacher to issue a grade of an Incomplete if a student has an extended excused absence (hospitalization, medical issues, missing final exams), and the missing work/assessments are essential to the student meeting class requirements and demonstrating mastery of course content. An incomplete will not be issued to accommodate the following situations:

- a. Students who have missing assignments and assessments from earlier in the semester, particularly as a result of attendance, tardy, and/or truancy issues;
- b. Students who want to retake assessments, re-write papers, or submit extra work to better their course grade;
- c. Missing assignments that are not critical to the mastery of course content - or aligned to our grading beliefs

Students will have 30 days from the end of the semester to resolve an Incomplete. Failure to do so will result in the student being given zero credit for the missing assignments and assessments, and the grade will be issued as stated in Infinite Campus.

Blended Learning

Blended learning courses integrate traditional face-to-face learning with the classroom teacher and online independent learning components. This combination offers students more flexibility in meeting course standards and provides teachers with greater ability to tailor instruction to meet the needs of each student.

On average, students enrolled in blended learning courses will attend in-class learning experiences two to three times per week. Students will engage in assigned independent learning activities during the remaining class periods each week. When students in the blended learning course are not in the classroom, they will have many options on how they will spend their independent learning time for that period. This combination of in-class and independent learning time allows students greater control over the pace, place, and path for completing their coursework for the blended course. During independent learning class periods, students have the option of staying on campus to work independently or collaboratively in designated areas of our school or, with parent permission, students may elect to be off-campus during this time. Much like a lunch period, students who stay at NNHS on independent learning class periods will be monitored, but no formal attendance will be taken. Students who leave our school campus during independent periods must adhere to the policies listed on the permission form which they will receive during the first two weeks of their class. In both instances, students are responsible for following all school policies and procedures as listed in their Student Handbook during independent learning periods.

Blended learning students who have an independent learning period and stay on campus may use designated spaces at NNHS as explained by their teacher and dean. Students are expected to display their ID when engaging in independent learning activities.

Pass/D/Fail

Junior and Senior students may choose to take one (1) course each semester pass/fail. Students may not use the pass/fail option in a course that is a graduation requirement. If the student wants the pass/fail option for both semesters of a yearlong course, the student must submit paperwork each semester. Students must earn an A, B, or C in the course to receive a "Pass" grade. If a grade of a D or F is earned, that grade will be recorded and count toward the GPA. The Pass/D/Fail application must be picked up in Student Services, filled out and returned to the Department Chair for Counseling in the SS1 office. The application includes a complete explanation of the policy, along with all necessary compliance dates.

MX

Withdrawn from PE class for medical reasons.

W

Withdrawn from class with a passing grade.

WF

Withdrawn from class with a failing grade.

Auditing a Course

Students interested in auditing a course must turn audit applications into the main office within the first twenty (20) days of a semester. After 20 days, a student will not be allowed to audit a course except in cases of prolonged illness, clear misplacement, or other situations as determined by the administration. Students must pass the class in order to earn the "AU" on the transcript.

Semester Exams

Students are expected to take their semester exams at the scheduled times. Approvals of absences are restricted during the last 5 days of each semester. Families should make their vacation plans to allow students to attend all of their exams, considering the District 203 calendar and the possibility of using emergency days throughout the year. Early exams will not be given. In the rare instance that a student misses a final examination, he or she will be required to take the exam during designated times over the summer. The final will be scored and a semester grade issued when the teacher or teachers return in the fall.

State Testing

Illinois School Code requires school districts to administer the SAT (until 2024) - and beginning in 2025, the ACT to Juniors in the Spring. More information regarding the ACT test will be communicated to students and parents as it becomes available. Freshmen, sophomore, and junior students will take part in the ACT National Test Series. All students are required to take the school day ACT in order to graduate. The PSAT/NMSQT, which is the qualifying exam for National Merit Scholarships and recognition, will still be offered in the fall.

Other national tests are offered throughout the school year - typical on Saturdays. Students must register for these tests, accessing the ACT or SAT websites. Please see The College & Career Counselor, your school counselor, or testing coordinator for more details.

Honor Roll

Any student with a 4.0 GPA or above will be on the distinguished honor roll. Any student with a GPA of 3.5 to 3.99 will be on the high honor roll. Any student with a GPA of 3.00 to 3.499 will be on the honor roll.

National Honor Society

NHS is more than an honor recognition. The National Honor Society establishes rules for membership that are based upon a student's outstanding performance in the areas of Scholarship, Service, Leadership, and Character. These criteria for selection form the foundation upon which the organization and its activities are built:

- **Scholarship:** Juniors and Seniors who have a cumulative grade point average of 3.75. These students are then eligible for consideration on the basis of service, leadership, and character and will be invited to apply for membership. A faculty committee then screens applications and faculty input in the following areas to determine membership.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

The Honor Society advisors maintain copies of the complete and detailed procedures and have them available upon request.

ATHLETICS AND ACTIVITIES



ATHLETIC PROGRAMS AND COACHES

Naperville North High School is very proud of its outstanding Athletic Program and the student athletes who participate on behalf of our school and community in the DuPage Valley Conference. Students are encouraged to contact the Athletic Director, Mr. Jon Pereiro, or the individual Head Coach for information regarding any of the following programs.

Fall Sports

Girls

- | | |
|-----------------|--------------------|
| • Cross Country | Dan Iverson |
| • Golf | Greta Williams |
| • Swimming | Andy McWhirter |
| • Tennis | Heather Henricksen |
| • Volleyball | Jen Urban |

Boys

- | | |
|-----------------|--------------|
| • Cross Country | Tim Brown |
| • Football | Sean Drendel |
| • Golf | Ryan Hantak |
| • Soccer | Jim Konrad |

Winter Sports

Girls

- | | |
|---------------------|--------------------|
| • Basketball | Aly Miller |
| • Bowling | John Cole |
| • Gymnastics | Christian Stanicek |
| • Competitive Cheer | Dianna LaCrone |
| • Competitive Dance | Becky Paul |

Boys

- | | |
|--------------|----------------|
| • Basketball | Gene Nolan |
| • Bowling | Tobey Sanford |
| • Swimming | Aaron Maschman |
| • Wrestling | Tom Champion |

Spring Sports

Girls

- | | |
|--------------|----------------|
| • Badminton | Heather Schild |
| • Lacrosse | Jessica Hogan |
| • Soccer | Steve Goletz |
| • Softball | Jerry Kedziora |
| • Track | Dan Iverson |
| • Water Polo | Andy McWhirter |

Boys

- | | |
|--------------|---------------------|
| • Baseball | James Chiappetta |
| • Gymnastics | Christian Stanicek |
| • Lacrosse | Kevin Benages |
| • Tennis | Heather Henricksen |
| • Track | Christopher Arthurs |
| • Volleyball | Elijah Medlock |
| • Water Polo | Kelly Reif |

For athletics information and schedules: <https://schools.snap.app/NapervilleNorth>

ACTIVITY PROGRAMS AND SPONSORS

Naperville North encourages participation in extracurricular programs to be an integral part of the total school experience. Our programs provide opportunities for service, leisure activities, academic enrichment, leadership, decision making and the development of individual and group responsibility. These programs are under the direction of Ms. Jen Baumgartner, Dean of Student Activities. For a detailed list of all clubs, activities, and sponsors, please refer to the Naperville North website and click on the Student Activities tab. There you will find a link to our "Something for Everyone" booklet.

7:240 High School Co-Curricular Participation Code

The Superintendent, using input from coaches and sponsors of high school co-curricular activities, students and parents of students involved in high school co-curricular activities, athletic directors and deans of student activities, shall develop a Co-Curricular Participation Code ("the Code") for all participants in co-curricular activities. The Code shall be subject to Board of Education approval. The Code should provide and give notice to participants that failure to abide by the Code could result in their suspension from co-curricular participation for up to one calendar year. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined.

HIGH SCHOOL CO-CURRICULAR PARTICIPATION CODE

General Information

This information shall be considered the High School Co-Curricular Participation Code and is prepared for the benefit of prospective and current students at District 203 high schools and for their parents. In addition to the Code, participants in co-curricular activities must abide by Board Policy 7:190 Student Behavior, Board Policy 7:180 Bullying, Intimidation and Harassment, and Illinois High School Association (IHSA) requirements. Additionally, participants may be asked to follow certain activity-specific rules and commitments that will be made known to the participants by school staff members and/or school announcements.

Coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in the programs.

Please note: Parents, as well as sponsors, are expected to be responsible for requiring that their participants adhere to the Code. All co-curricular participants and their parents are expected to sign the Co-Curricular Participation Code, which is provided to them at registration. Failure by a participant or parent to sign does not exclude participants from being held accountable under the Code.

Parents and family members are expected not to host a party for high school students at which illegal consumption of alcohol and/or use of controlled substances, steroids, or look-alike drugs occur.

Philosophy

The co-curricular activities in District 203 high schools are organized to allow for the fullest possible participation for those students willing to make a definite commitment to co-curricular activities.

Participating in co-curricular activities is viewed by District 203 high schools as a worthwhile endeavor to enhance adolescent development. Participation in co-curricular activities is a privilege and, as such, carries certain expectations. Co-curricular means all activities offered by District 203 high schools in addition to the curricular offerings. The important goals of the co-curricular activities are to offer participants direction in developing healthful living habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to these ends that a "Code" is established for those students choosing to take part in the co-curricular activities program. Every student who chooses or is chosen to be a participant in a co-curricular activity will be offered the opportunity to practice, and whenever possible, to participate in events, contests and activities relative to their demonstrated abilities.

Important advantages of individual initiative, character, and teamwork can be developed only when there is team cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended, and such standards and procedures are applied to participants with the knowledge and recognition that the established goals of character development, team spirit and morale and success cannot be achieved by any other alternative.

Participants in co-curricular activities are required to conduct themselves as good citizens and exemplars of their school and school district at all times, including after school, on days when school is not in session, and whether on or off school property. Participants are strictly prohibited from engaging in hazing and bullying activities. A failure to abide by the cCode could result in discipline, up to and including removal from the activity. The Code is in effect at all times, 12 months a year, in season or out of season, whether school is in session or not, on or off school property.

Participation Fee

The Board of Education annually establishes a fee assessed to each participant in most co-curricular activities.

Rules for Co-Curricular Participation

Participants in co-curricular activities in District 203 will be obligated to observe the District 203 Student Behavior Policy 7:190 and the Bullying, Intimidation, and Harassment Policy 7:180, as well as the following established requirements.

Following an investigation into all misconduct, the school administration is authorized to discipline students under this Code for gross disobedience, misconduct, or conduct inconsistent with District 203 expectations as outlined in Board Policies 7:190 and 7:180. Students engaged in co-curricular participation are expected to exhibit leadership and good citizenship skills, and are additionally prohibited from attending a function where there is illegal consumption of alcohol, use of controlled substances, cannabis, steroids, or look-alike drugs.

Violations of the above are considered together in terms of determining 1st, 2nd, and 3rd offenses, and are cumulative over a student's high school career.

Participants who violate the cCode will be allowed to give an explanation before being progressively disciplined. Consequences for misconduct will be reviewed and issued in collaboration with the Deans of Students, Deans of Student Activities, Athletic Directors, and/or the Principal. For matters of misconduct where the administration is unclear regarding the extent of a student's involvement, The administration may consider contextual information and circumstantial evidence provided during the investigation into the misconduct to determine the severity of the misconduct and the assigned consequence(s).

CONSEQUENCES FOR CO-CURRICULAR PARTICIPATION CODE VIOLATIONS

a. 1st Offense

Suspension from co-curricular participation for the number of regularly scheduled contests listed in Table I, Column 1 and/or the activity participation listed in Table II, Column 1. (Please refer to Adm. Reg. 7.240-E for these tables.) Possible requirement for appropriate follow up, such as mediation or meeting with the counselor. The participant may be required to practice with his/her team during this period of suspension.

Carry Over: If the season for a co-curricular activity does not allow the participant to successfully complete the suspension, the suspension will carry over to the next season in which participation occurs. No awards for such participant will be given until the suspension is completed.

Self-Admission: Self-admission of any behavior that could be construed as a violation of the Code without the knowledge of law enforcement, civil or school authorities may result in the consequences for a 1st Offense being waived. The purpose of this option is to provide a mechanism in which the participant can receive assistance.

Assessment: An assessment at parent/student expense will be required of all 1st offense violations that involve drugs, alcohol, steroids or other controlled substances, look-alike drugs or related paraphernalia. The assessment program must be approved by the school Dean of Students and the results of the assessment will be released to the Dean of Students. Failure to obtain an assessment will result in continued suspension from the activity for up to one calendar year.

b. 2nd Offense

Suspension from co-curricular participation for the time listed on Table I, Column 2, or Table II, Column 2 of the next regular season of participation, or the current season. The participant may be required to practice/meet with their activity during this period of suspension. (Please refer to Adm. Reg. 7.240-E for these tables.)

Before regaining eligibility from a 2nd offense violation, participants must arrange for and hold a meeting involving the participant, parent(s) and the administrator overseeing the program. The purpose of this meeting will be to discuss efforts undertaken by the student and family to correct problems. Failure to hold such a meeting will result in continued suspension from the activity for up to one calendar year.

Students suspended for a second offense or an offense treated as a second offense, where less than half of the regular season remains, may continue to rehearse/practice with the team, but will not be able to participate in any competitions for the term of the suspension. However, if the coach and administrator in charge determine that the student is engaged in inappropriate behavior, the student will no longer be allowed to continue to rehearse/practice with the team for the term of the suspension.

Assessment: An assessment at parent/student expense will be required of all 2nd offense violations that involve drugs, alcohol, cannabis, steroids or other controlled substances, look- alike drugs or related paraphernalia. The assessment program must be approved by the school Dean of Students and the results of the assessment will be released to the Dean of Students.

Failure to obtain an assessment will result in continued suspension from the activity for up to one calendar year. Second offense consequences may be reduced to first offense consequence level if the recommendation for treatment from the professional assessment is successfully completed at the student's expense.

c. 3rd and Subsequent Offenses

Suspension from co-curricular participation for one calendar year. Students suspended for a third offense in their high school career or an offense treated as a third offense may continue to rehearse/practice with the team, but will not be able to participate in any competitions for the term of the suspension. However, if the coach and administrator in charge determine that the student is engaged in inappropriate behavior, the student will no longer be allowed to continue to rehearse/practice with the team for the term of the suspension.

Process of Parental Notification and Review

Once administrators have determined that a violation of this Code has occurred, the parents of the student involved will be notified orally and in writing. The parents have a right to request a review of the decision by the high school principal, whose determination is final.

LEGAL REF.:

[Mahanoy Area Sch. Dist. v. B.L.](#), 141 S.Ct. 2038 (2021).

[Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls](#), 536 U.S. 822 (2002).

[Vernonia Sch. Dist. 475 v. Acton](#), 515 U.S. 646 (1995).

Clements v. Bd. of Educ. of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985). *Kevin Jordan v. O'Fallon THSD 203*, 302 Ill.App.3d 1070 (5th Dist. 1999). *Todd v. Rush County Schs.*, 133 F.3d 984 (7th Cir. 1998).

[105 ILCS 5/24-24, 5/27-23.3, and 25/2.](#)

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

Adopted: April 17, 2023

Adopted: June 17, 2024

7.240-E Co-Curricular Code

Restorative Co-Curricular Action Plans

Students experiencing their first code violation during their high school tenure may have the opportunity to decrease their contest suspensions by engaging in actions of restoration (dignity) that are designed to address behaviors associated with the gross disobedience or misconduct exhibited. Whether this opportunity is possible and appropriate will be determined jointly by the Athletic Director, Dean of Student Activities, and the Principal.

When a violation occurs and the Administration has determined that restorative measures are possible and appropriate, the sponsoring administrator will meet with the student and guardian(s) to discuss the infraction and determine appropriate restorative measures to assist the student with learning more about the impact of their misconduct, obtaining assistance and/or supportive services to address the misconduct, and/or engaging in action-oriented experiences to restore or give back to the school community impacted by the misconduct. A **Restorative Co-Curricular Action Plan (RCAP)** will be developed by the sponsoring administrator, discussed, and reviewed with the student, guardian, and head coach/sponsor. The scope of the plan is at the discretion of the sponsoring administrator. The student is responsible for completing all restorative measures and communicating progress with the sponsoring administrator. The sponsoring administrator must review and authorize the student's return to co-curricular participation.

By completing the pre-approved restorative measures, students can decrease their contest suspension(s) by half of the suspension listed in 7.240E Table I - Athletics and Table II - Activity.

The **Restorative Co-Curricular Action Plan** must be fully completed and verified for the student to receive clearance by the sponsoring administrator. The sponsoring administrator will work with the student to maximize learning, with the intent of a positive return to full engagement.

Although it may be desired, it is possible that the timing of the misconduct does not support or allow a student to have a reduction in the number of contests from which they are suspended and/or return to the co-curricular experience within the scope of the season. Students are still encouraged to complete the plan to learn.

TABLE I – ATHLETICS

SPORT	1st OFFENSE CONTEST SUSPENSIONS (1)	2nd OFFENSE CONTEST SUSPENSIONS (2)	MAXIMUM NUMBER of CONTESTS
Cheerleading per season	2	4	6
Dance Team per season	2	4	6
Boys Baseball	8	17	35
Boys Basketball	7	15	31
Boys Bowling	6	12	25
Boys Cross-Country	3	7	15
Boys Football	2	4	9
Boys Golf	4	9	18
Boys Gymnastics	3	7	15
Boys Lacrosse	5	10	20
Boys Soccer	6	12	25
Boys Swimming	3	7	14
Boys Tennis	5	10	20
Boys Track	4	9	18
Boys Volleyball	8	17	35
Boys Water Polo	7	15	30
Boys Wrestling	6	12	25
Girls Badminton	4	9	18
Girls Basketball	7	15	31
Girls Bowling	6	12	25
Girls Cross Country	3	7	15
Girls Golf	4	9	18
Girls Gymnastics	3	7	15
Girls Lacrosse	5	10	20

Girls Soccer	6	12	25
Girls Softball	8	17	35
Girls Swimming	3	7	14
Girls Tennis	5	10	20
Girls Track	4	9	18
Girls Volleyball	8	17	35
Girls Water Polo	7	15	30
Girls Wrestling	6	12	25

Suspension numbers are based on 25% at Step 1 and 50% at Step 2 of the highest number of contests allowed by the IHSA. The number of contests suspended may change based on the actual number of scheduled contests. This determination will be made by the Administrator in charge after review of the current schedule for the sport/activity.

TABLE II – ACTIVITIES

VIOLATION PENALTY FRAMEWORK: TIME		
ACTIVITY	1st OFFENSE SUSPENSION (1)	2nd OFFENSE SUSPENSION (2)
Auto Club/Team	5 Weeks	10 Weeks
Foreign Language Clubs	5 Weeks	10 Weeks
Horticulture Club	5 Weeks	10 Weeks
Intramurals	5 Weeks	10 Weeks
Investment Club	5 Weeks	10 Weeks
Pep Club	5 Weeks	10 Weeks
Tech Crew	5 Weeks	10 Weeks
Theatre/Drama Club	5 Weeks	10 Weeks
VIOLATION PENALTY FRAMEWORK: CONTEST/PERFORMANCE		
Bass Fishing	1	2
Boys Hockey	5	10
Chamber Choir	2	4
Chess Club	3	6
Dance Club	1	2
Debate	2	4
Ensembles Vocal/Instrumental	1	2
Esports	1	2
Flag Corps per season	2	4
Girls Field Hockey	5	10
Jazz Band Combos	1	2
Jazz Choir	2	4
Madrigals	2	4
Marching Band	2	4
Math Team per season	1	2
Musical	1 performance	2 (performances)
Orchasis	1	2
Orchestra	1	2
Pep Band	2	4
Plays	1 performance	2 (performances)

Robotics Team	1	2
Scholastic Bowl	2	4
Science Olympiad	1	2
Show Choir	1	2
Speech Team	2	4
Step Team	1	2
Table Tennis	1	2
Ultimate Frisbee	4	8 or 1 tournament

TABLE II – ACTIVITIES (continued)

VIOLATION PENALTY FRAMEWORK: SPECIFIED		
ACTIVITY	1st OFFENSE SUSPENSION (1)	2nd OFFENSE SUSPENSION (2)
Class Boards Class Councils Service Club Black & Latino Leadership Diversity Board/Multicultural Broadcast Club/HawkTV Gender & Sexuality AllianceNetwork (GSAN)	5 week probationary period: this includes restrictions from leadership roles, public speaking roles, voting roles, and may require evidence of alternative assignment for reinstatement	9 week probationary period: Loss of leadership role, restrictions from public speaking roles, completion of alternative assignment or 5 hours of community service
NHS* & other honor societies		NHS* & other honor societies: removal from organization
Crew 2/Link Crew	2 week probationary period: this may include suspension or removal from related activities and evidence of an alternative assignment for reinstatement	Removal from program
Dawg Pound/Rowdies - Leaders	Loss of leadership role	Restriction from game attendance
Band Activities	9 Week Restriction from Feature Soloist, Section leader, Ensemble participant, Field Officer, Band Advisory Council	18 Week Restriction from: (Same as first offense)
Newspaper Yearbook	4 week restriction from: Workshops, scheduled social activity. No voice at meeting. Additional office assignments may also be assigned.	9 week restriction: All 1 st offense consequences, plus loss of convention attendance, editor/leadership role
Youth & Government Legislative	Loss of Pre-Legislative I or Pre-Legislative II Assembly	Loss of Springfield
Model UN, DECA, BPA, FFA	Suspension from next conference and removal from board position	Suspension from next 2 conferences.
JSA	5 week suspension from all activities and loss of one mini-conference. Removal from board position.	9 week suspension from all related activities and loss of DC Conference or equivalent.

Suspension numbers are based on 25% at Step 1 and 50% at Step 2 of the highest number of contests allowed by the IHSA. The number of contests suspended may change based on the actual number of scheduled contests. This determination will be made by the Administrator in charge after review of the current schedule for the sport/activity.

All activities added throughout the year will be modeled after parallel clubs already in existence, at the discretion of the Dean of Student Activities.

ADOPTED: November 15, 2004
Revised: May 16, 2005
Revised: May 15, 2006
Reviewed: April 21, 2008
Revised: March 16, 2009
Reviewed: April 19, 2010
Revised: April 18, 2011
Revised: April 16, 2012
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Revised: May 19, 2020
Revised: April 18, 2022
Revised: April 17, 2023

Athletic & Activity Eligibility Requirements

District 203 athletic academic requirements state that all incoming freshmen are academically eligible to participate in athletics for the first semester of freshman year. Starting second semester, freshmen are required to meet the academic eligibility requirements to participate in athletics. All other students must meet the following two requirements to be academically eligible to participate in athletics:

1. Students must have passed **five classes** and not failed 2 classes the semester prior to competing in athletics.
2. The student must be passing five classes and not failing two or more classes each week of the season in order to remain eligible to participate. Eligibility is evaluated on a weekly basis (three weeks over winter break and two weeks over spring break). Students deemed ineligible will not be able to participate for one week (Sunday to Sunday) and must correct the academic problem in order to be eligible to participate the following week.
3. Students failing two classes at the semester are ineligible for the next semester. If they are failing two classes at the end of the second semester, they have the option to attend summer school to obtain eligibility for the fall.

Athletic Eligibility Rules (IHSA)

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- a. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- b. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- c. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

- d. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. **Scholastic Standing**

- a. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- b. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. **Residence**

- a. Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:
- b. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- c. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- d. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- e. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed legal guardian; or
- f. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- g. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. **Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. **Physical Examination**

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 365 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. **Amateur Status**

- a. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- b. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- c. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- d. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. **Recruiting of Athletes**

- a. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- b. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- c. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- d. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- e. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- f. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. **School Team Sports Seasons**

- a. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - i. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - ii. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- b. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. **Playing in Non-School Competition**

- a. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- b. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- c. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- d. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- e. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. **All-Star Participation**

- a. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- b. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. **Misbehavior During Contests**

- a. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- b. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.

NCAA/NAIA Athletic Eligibility

NNHS students interested in qualifying as a prospective college student-athlete need to understand NAIA eligibility requirements and register with the NAIA Eligibility Center.

NNHS students interested in qualifying as a prospective college student-athlete need to understand the Division I & II eligibility requirements and register with the NCAA Eligibility Center.

All prospective student-athletes are advised of the following:

1. It is very important that the student and his/her parent read and review the eligibility center websites for complete and accurate information;
2. High school credits and GPA matter; make sure you are taking the right courses that count toward eligibility;
3. Pay close attention to timelines - and know when you are supposed to register;
4. If you have questions about transcripts and uploading them, see the school registrar in Student Services 2

The NAIA Eligibility Center website is <https://play.mynaia.org/>

The NCAA Eligibility Center website is <https://web3.ncaa.org/ecwr3/>

The NNHS code is 143106 (the same code as is used for NNHS for the ACT and SAT).

Spectator Conduct and Sportsmanship for Athletic and Extracurricular Events
DuPage Valley Conference Position relative to "Fan/Crowd Behavior"

The DuPage Valley Conference has a proud history of demonstrating quality sportsmanship, characterized by respect, pride, and a sense of fair play. These qualities have served as the cornerstone of our outstanding interscholastic programs over the years. In keeping with these exemplary standards the DuPage Valley Conference Board of Control, Athletic Directors, and Coaches created a "Code of Ethics" relative to behavioral expectations for athletes, participants, coaches, sponsors, and spectators. It is our belief that participants and spectators should always conduct themselves in a manner which:

- Brings pride and dignity to their respective schools
- Shows support and encouragement expressed in a positive and constructive manner for players and coaches
- Demonstrates respect for opposing teams, fans and officials through their comments and behavior

Behavior which manifests in individual and group cheers directed at individual players, coaches, officials, or rival crowds is considered disparaging, disrespectful, and contrary to those standards that we as educators embrace so strongly. Additionally, the nature of this cheering and disrespect can create an unsafe environment for those community members in attendance.

In an attempt to circumvent this inappropriate behavior from further deterioration and to ameliorate overall fan behavior to reflect the high standards we all believe in so strongly, the Principals of the DuPage Valley Conference have agreed that any individual or group of individuals who participates in a cheer that may, or could be considered, disrespectful, disparaging or contrary to fostering good sportsmanship will result in the removal of that individual or group from the game or activity immediately. In addition, such persons may be denied admission to school events for up to a year after a Board of Education hearing.

Examples of unsportsmanlike conduct include:

- Using vulgar or obscene language;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey the instructions of a security officer or school district employee; and
- Engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:

- The date, time, and place of a Board hearing;
- A description of the unsportsmanlike conduct;
- The proposed time period that admission to school events will be denied; and
- Instructions on how to waive a hearing.

Be respectful and positive at all times by letting:

the players play,

the coaches coach,

& the officials officiate.



**ALWAYS SHOW OTHERS THAT
OUR SCHOOL HAS...
INTEGRITY, CLASS & PRIDE**

WE ARE...THE HUSKIES!

STUDENT & HEALTH SERVICES



Note: Health procedures may be updated in accordance with district, local, and federal guidelines

HEALTH SERVICES

It is the goal of our school Health Services to have all students safe, healthy, and ready to learn. The health office is located near Student Services 1 and is staffed during the school day by Certified School Nurses, RN, and Health Technicians. The health office provides services to students who have become ill, injured, or who need help with medical needs. The health office also maintains documentation of student visits and health records. High School requires students to obtain a pass from their classroom teacher before reporting to the health office unless it is an emergency.

STUDENTS MAY NOT LEAVE THE SCHOOL FOR ILLNESS/INJURY WITHOUT FIRST REPORTING TO THE HEALTH OFFICE FOR EVALUATION.

If your student has a special health concern (i.e. asthma, food or bee sting allergies, diabetes, seizure disorder, etc) please notify the health office so that we can ensure the health and well-being of your child while he or she is in school. When your child is taking daily medication at home, please notify the Health Office so that any side effects that may occur will be recognized more easily and proper steps can be taken toward treatment. **If your child has a health concern and will be participating in an after school activity or sport, it is the parent's responsibility to notify the adult in charge of the activity. Epinephrine auto-injectors, inhalers, and other medications are not available for after school activities and sports. The Health Office is staffed only during the school day, and is required to be locked before and after school day hours. Seizure disorders may require use of 911 Emergency Services if the student requires emergency medication. This will be determined on a case-by-case basis.**

Because many communicable diseases occur throughout the school year, and because most do not pose a serious threat to the general population, we do not inform parents every time a new case of illness occurs. If you have a special need to know about cases of communicable diseases, such as chickenpox, occurring in your child's classroom (i.e. your student or a family member is immunosuppressed, or has similar health concerns) please inform the health office. We will contact you if such an illness is reported in your child's class.

All forms used by the District health offices are available online at the District website at <https://www.naperville203.org/Page/2384> or in the health office. All forms expire at the end of the school year; a new form must be submitted at the start of every school year.

PHYSICAL EDUCATION EXCUSES

A written parent request for exclusion from physical education (P.E.) is valid for three consecutive periods and should be presented to the Health Office / Health Technician who will in turn notify the P.E. teacher. Any situation needing exclusion for P.E., past three days requires a physician's evaluation/note of excusal. Any physician order for restrictions/modifications for PE expire at the end of the school year. A new physician order must be submitted at the start of every school year in August if restrictions/modifications are medically necessary for a subsequent year.

DENTAL EXAMINATIONS

The State of Illinois **requires that all students in Kindergarten, second, sixth and ninth grades have an oral health examination** performed by a licensed dentist. Following your child's exam, please have your dentist fill out the form required by the state and return it to the health office of his/her school no later than May 15 of the year of the required exam. The exam must have been performed any time within an 18-month period prior to this due date. Exam forms are also available at your dentist's office. If you need a referral to find a dentist or financial assistance to obtain your child's exam, please contact your school's health office for assistance from the nurse.

VISION EXAMINATIONS

The state of Illinois **requires that all students entering Kindergarten or entering school for the first time from out of state** shall have an eye examination from an eye doctor before October 15 of the year of the required exam or within 30 days of enrollment for new students from out of state. Eye exam forms are also available at your eye doctor's office.

Students receive a *screening* for vision and hearing routinely during their school experience from staff of the DuPage County Health Department. Parents of students meeting referral criteria will be contacted. Parents/guardians may request additional vision and/or hearing screening at any time by contacting the health office.

PHYSICAL EXAMINATIONS

A physical examination, completed by a licensed physician or nurse practitioner is **required for entrance** into Preschool, Kindergarten, sixth grade, ninth grade, and/or when transferring into state of Illinois schools for the first time. These forms should be turned in to the District by the first day of school, but no later than October 15th of the year of the required examination. Exam reports for out-of-state students must be turned in by October 15th or within 30 days of enrollment, whichever comes first. Exam forms are also available at your health care provider's office. *The health history portion of the physical examination form must be completed and signed by the parent in order for the physical to be considered valid by the state of Illinois.*

The exam must be dated within one year prior to the date the student enters school.

Physical examinations may be acquired through your primary care provider. If you do not have a primary care provider, you may contact your school nurse or the DuPage County Health Department for referrals to local health clinics that provide such services. Junior high school athletes, including cheerleaders, must also have a current physical prior to tryouts. A separate physical is not required for students to participate in intramurals.

IMMUNIZATION REQUIREMENTS FOR COMPLIANCE WITH THE STATE OF ILLINOIS

Because immunization requirements are frequently updated, parents are advised to consult with their primary care provider about the status of their student's immunizations and compliance with the most recent requirements of the state of Illinois.

ASTHMA

Illinois Public Act 099-0843 requires schools to request an Asthma Action Plan from parents of students with asthma. When provided, the asthma action plan will be kept on file in the office of the school nurse. With proper authorization, students may carry and self-administer an inhaler (using a spacer) for the treatment of asthma. A back-up inhaler and spacer should be kept in the school health office. Forms for asthma management can be found on the district website under Health Services.

An emergency protocol for asthma emergencies has been developed by the District. If a student has an asthma emergency without access to his or her rescue inhaler, school staff may call 911, to ensure the safety of the student.

WHEN TO KEEP YOUR CHILD HOME

Keep your child home:

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature measures 100.4 degrees F or higher. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medicines.
3. If your child vomits 2 or more times in the previous 24 hours and/or continues to experience nausea and/or vomiting.
4. If your child experiences loose or watery stools with a frequency greater than usual. The symptom should be referred to a physician for evaluation.
5. If your child complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
6. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
7. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, and/or crusts on eyelids. The symptom should be referred to a physician for evaluation.
8. If there are open sores that have not been evaluated by a physician. Once a student has provided a written physician release for a student to return to school, any open wound or sore will be covered with a dressing taped on all four sides.
9. If you are not sure about whether to send your child to school, call or visit your child's physician. Parent/Guardian will be called if students display any of the symptoms listed above. Any child leaving school during school hours must be signed out in the Health Office.

Good health and good attendance give a child a head start toward a good education. Encourage your child toward habits of good nutrition, proper rest and exercise, and proper dental and personal hygiene. Attendance is monitored periodically throughout the school year and you will be notified if your child's absences and/or tardies exceed 5% of the dates of school attendance.

ACCIDENT & ILLNESS

In case of accident or illness at school this procedure will be followed:

1. First aid is administered.
2. If serious, parents are contacted. Paramedics will be called for potentially life threatening situations or for serious injuries.
3. If the parents cannot be reached, the local emergency contact provided by the parents will be called. It is important that there be at least two emergency numbers on file to call in case a parent cannot be reached. Please do not choose an emergency contact who is unavailable the same hours parents are away from home (i.e. bridge groups, bowling teams, tennis, etc.), or one who lives too far away to pick up your student, or who cannot drive. Always keep these numbers up-to-date when people move or change jobs. Also, the person(s) given as emergency contacts should consent to be listed. They should be informed they may be asked to come to pick up a sick child.

If the parents or emergency numbers cannot be reached, emergency medical services may need to be utilized.

All accidents, no matter how minor, are to be reported to the teacher in charge, who will refer to the health office if necessary.

Accidents occurring on the way to school should be reported to the health technician immediately upon reaching the school building. If the health technician is not in the building, accidents should be reported to the office.

RE-ADMITTANCE OF PUPIL

Following Injuries, Hospitalizations, Surgeries

Students should present a note from a physician or nurse practitioner stating the student is allowed to return to school, following discharge from a hospital admission, surgery, or an illness with absence from school for more than five days.

Any temporary restrictions or accommodations needed after an injury or surgeries require written orders from a physician or nurse practitioner. Instructions from physical therapists should be communicated to the physician or nurse practitioner who can then write orders for accommodations. Examples include PE restrictions/modifications and use of crutches. Appropriate footwear, such as tennis shoes and other supportive shoes (no flip-flops) must be worn when using crutches for safety reasons. Written orders expire at the end of the school year. New orders should be submitted for a subsequent year if the accommodations are still medically necessary.

Following Contagious Illness

We ask parents to notify the Health Office as soon as possible if the student develops a potentially contagious illness, including but not limited to mumps, chicken pox, measles, whooping cough (pertussis), impetigo, strep throat, Fifth's Disease, and conjunctivitis. He/she may need to be re-admitted through the Health Office. Some illnesses may require a written back-to-school clearance signed by a physician. We work together with the student's primary care provider and the DuPage County Health Department to determine when it is no longer a public safety concern for a student to return to the school setting.

Following Skin Rashes

Students with any type of rash, sore, or other skin condition should not come to school until the condition has been evaluated and identified by a physician who provides a written release to return to school for the school health office. The release should include the diagnosis, treatment plan, and any information about precautions/restrictions to take at school.

After a student has been released to return, any open wound or sore must be covered with a dressing taped on all four sides.

Students will benefit from being taught to never share personal items when active in the community, at home, or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

FOOD ALLERGIES

An increasing number of school age children have food allergies. Symptoms can range from mild reactions to severe life threatening reactions leading to the inability to breathe, a drop in blood pressure and unconsciousness. Please inform the health office prior to the start of the school year if your child has a food allergy. **All** children are strongly discouraged from sharing foods and treats with classmates. Good communication ensures the safety of all of our students.

STUDENT MEDICATIONS

The complete policy 7.270 (Administering Medicines to Students), in the Board Policy section of this handbook

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 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 completed and signed School Medication Authorization Form (SMA 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.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

CONCUSSION MANAGEMENT - Administrative Procedures

A concussion can be a serious medical condition. Any member of the school community who believes a student is displaying concussion symptoms should immediately ensure the student is assessed by the school nurse or the school's licensed athletic training professional. The nurse or licensed athletic trainer would then refer the student for further medical evaluation.

When parents or guardians have been informed that their student has been identified by a licensed medical doctor or licensed athletic training professional as having suffered a concussion, the following steps should be taken.

Actor	Action
A. Parent or Guardian	Notify the School Nurse of the injury and provide any documentation from the licensed medical doctor regarding specifics of the concussive injury and any relevant recommended accommodations that should be made, including duration for accommodations.
B. School Nurse	<ol style="list-style-type: none"> 1. Communicates with family and, if appropriate, with doctor who treated student, to fully assess student's condition; 2. Meets with student upon student's return to school; 3. Assesses student's medical needs in school context; 4. Collaborates with Counselor (secondary) or designated staff (elementary) to communicate relevant information.
C. Counselor (or designated staff)	<ol style="list-style-type: none"> 1. Collaborates with School Nurse to jointly assess student's academic needs and jointly formulate accommodations for student, as appropriate. 2. Distributes in writing accommodations to student's teachers and parents.
D. Teachers	<ol style="list-style-type: none"> 1. May seek clarification from School Nurse or Counselor (or designated staff). 2. Institutes accommodations as directed.
E. School Nurse & Counselor (or designated staff)	<ol style="list-style-type: none"> 1. Assess student's progress; 2. Reassesses accommodations, with additional input from licensed medical doctor of student, if appropriate; 3. Communicate to teachers any updates to accommodations and/or suspension of accommodations, as appropriate.

Regarding the above procedures, at the beginning of each school year the following should be communicated by the school administration:

1. This policy and its administrative procedures to all staff and parents/guardians;
2. The identity of the school nurse to all teachers, coaches, parents/guardians, and administrators.

STUDENT SERVICES OFFICES

Counseling Services

Whenever a student needs to confer with someone about scheduling, college and career planning, academic or personal problems, work programs, or similar services, the student should contact the Student Services Office. If possible, appointments with a counselor should be scheduled during the student's study hall. Counselors will request a student conference at times during the year; however, students should initiate conferences with the counselor whenever the student needs assistance. For most students, a counselor is assigned based upon a last name alphabetical assignment. We attempt to keep each student with their counselor throughout their high school experience. Your counselor will provide services in the areas of guidance, counseling, 4 year planning, pathways and endorsements, career planning and college selection and application. Specialized assistance and services are provided through the Health Office, Psychologists and Social Workers. You may reach your child's counselor or request any special services by calling the Student Services Office:

A-Fak:	Kathy Hilgeman, Assistant	630-420-6505
Fal-Lez:	Lauren Jamieson, Assistant	630-420-6502
Lf-Roa:	Diane Herling, Assistant	630-420-6503
Rob-Z:	Heather Donnary, Assistant	630-420-6504

Counselor Changes

Because Naperville North assigns each student to a *team of people*, reassigning school counselors (which is only one portion of the team) **is not possible**. This, however, does **NOT** mean that students cannot glean advice – personal or otherwise – from a different counselor, provided another staff member has available appointment time. Each student's current, assigned counselor will be responsible for student course selection, credit checks, and reviewing college applications. Teams are equipped with other professionals so that students have access to a variety of personalities and services. Each team includes: two or three school counselors, a social worker, a psychologist, a nurse, a Dean of Students, and a Dean of Interventions. Students who feel as though they have received inadequate service are encouraged to speak with their assigned Dean of Students or the Department Chair for Counseling.

Dropping a Class

Naperville North High School relies on instructors, students, and parents to make careful observations and evaluations regarding course selection. Occasionally, a student will elect to take a weighted, honors, or AP course despite the fact that he or she may not have been recommended for placement.

In situations such as these, the following will be understood:

Students are committing to taking this class for the full term (either one semester or one full year) with the following notes:

1. Within the first **five days of the semester**, a student may, if open seats remain, elect to move into the regular, academic course. Example: On day four, a student decides that AP Government should be replaced with Government;
2. **From days 6-20 of the semester**, a student may drop the course without penalty for a study hall. Please understand that if a student does this, placement in mathematics, foreign language, and other sequentially-designed classes may be impacted. Additionally, a student's credits (sometimes in prescribed subjects) will be affected.
3. **After the 20th day of the semester**, a student may not, under any circumstance, drop a course without earning a "WF" (a withdrawal/fail) on the transcript. The student will then be placed into a study hall. Again, number of credits and future placement in a content area will be impacted by this decision.

Please consult *The Program Planning Guide* (posted on the Naperville North website) for course descriptions.

Early Dismissal, Late Arrival, and Seniors with a Study Hall

Seniors in good standing are extended the opportunity to opt for *Late Arrival* or *Early Dismissal* during both semesters. Students must select one or the other and are not allowed to "have both."

The Naperville North policy on attendance – with regard to the **full-time student** – is in line with the Illinois State Board of Education's policy. All students must be in class for 300 minutes per day. In terms of the NNHS schedule, that means that students would have to be in six classes (one can be study hall) and have a lunch. As a result, *Late Arrival* **and** *Early Dismissal* cannot appear on a single schedule.

If a senior has a study hall, he or she is expected to attend that study hall. The Deans of Students will treat attendance in study hall as they would treat attendance for an academic course. Please see prior pages in the handbook for a comprehensive explanation of the attendance policy and administrative regulations.

A senior who is "called out" of study hall excessively will be called in by the Dean of Students and asked to provide a written doctor's note verifying illness. Students who have earned enough credits for graduation are **not exempt** from this policy; however, if early graduation is desired, the student should meet with his or her counselor.

Lunch Changes

Scheduling at Naperville North High School is a process that involves student course selection, the assignment of certified staff, and the ordering of student materials. It requires careful consideration of individual student needs and demands meticulous balancing so that classes are not overloaded.

Lunch periods are no exceptions. We have looked at the lunch periods carefully, making certain that we have appropriate numbers of students in each – without overcrowding our two lunch rooms. We have looked at various medical needs of our students. In all, we have scheduled with every student in mind.

With that being said, lunch assignments cannot and will not be changed. We simply cannot manipulate schedules so that friends can be with friends or that seniors can go “out to lunch” with certain peer groups or because of carpooling. We do encourage you, however, to meet new people. Mingle with others; get to know our spirited student body. Make new friends in your lunch hour. Check out peer tutoring options, head to the Learning Commons, or find a new group of seniors going off-campus. With approximately 800 students in each lunch period, you *will be* able to find someone to connect with.

If you have a specific medical issue and are asking for a lunch time change, you must sign a consent form so that a conversation can occur between our school nurse and the recommending physician or other medical professional. The change is not guaranteed; it is contingent upon a student’s individual needs and the school’s ability to provide reasonable accommodations. Authorization forms (consent forms) are available from your school counselor and must be signed by the student, parent, recommending professional, and the school nurse assigned to your Student Services Team.

Teacher Changes

District 203 High Schools are committed to providing a top-notch education for all students. We take great pride in our course offerings, our resources, our teachers, and our development of academic interventions for all students.

We understand that students, as they make their way through Naperville North High School, make connections with various teachers or *prefer the teaching style of one teacher over another.*

We also know that our teachers are here because they love the teaching field, helping students, and their content areas. In order for our students to take advantage of the different teaching styles and approaches in the classroom, Naperville North High School has published the following policy on teacher changes:

Naperville North is fortunate to have a diverse student body and a talented teaching staff. In order for students to grow as learners, they should have experiences in the classroom with different teachers during their four years in our high school. We encourage all students to meet frequently with their teachers to ask for extra help or to discuss any difficulties that they are having in class.

For this reason, NNHS cannot accommodate requests for specific teachers.

This policy was developed so that students access multiple opportunities at NNHS while having the experience of working with many staff members. It is our philosophy that these experiences are instrumental in individual student development.

College and Career Center

The **College and Career Center** houses numerous resources for students’ postsecondary planning, including information on colleges/universities, careers, the military, trades, and gap years. The College and Career Center also hosts college visits, where students can meet with representatives from institutions they are considering. Students will use SchoolLinks, which enables them to take various interest inventories, and explore prospective colleges & careers. A certified College and Career Counselor and a full-time assistant are available to aid students in using the college and career resources.

SchoolLinks

This program is a modern college & career readiness platform, which delivers a fun and personalized experience for students and families. SchoolLinks streamlines postsecondary planning activities, from career interest inventories, to assisting in the college application process. Often, students will use the SchoolLinks application during counseling curriculum sessions.

Special Education

As mandated by the State of Illinois, Naperville North High School and District 203 provide services to meet the unique needs of students with handicapping or exceptional characteristics. These classes and services are available to students who qualify. Detailed information is available in the Special Education Office at NNHS.

Student Shadowing

Students from outside District 203, who are considering attending Naperville North, may request to shadow an NNHS student. To shadow, the prospective Huskie should be in 8th grade or older. For the most up-to-date instructions, please visit the NNHS website’s Student Services tab and click the NNHS Student Shadowing link.

Work Permits

For the most up-to-date instructions, please visit the NNHS website’s Student Services tab and click the Work Permit link. Please note: the school will not issue a work permit to a student before he/she has an offer of employment.