Welcome to Naperville North High School!

We look forward to a rewarding and productive year and are excited about helping you reach the unique potential you possess. We hope to make you feel that you are a valued part 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. 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 over 115 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!

From NNHS Staff and Administration

Cover designed by NNHS Graphic Arts Student: Sydney Rodriguez

Naperville North High School
School 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
The Vision of District 203 High Schools is to produce a graduate who is a:

- Self Directed Learner
- Collaborative Worker
- Complex Thinker
- Quality Producer
- Community Contributor
Teacher Availability
Semester: FALL

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<tr>
<th>Teacher/Class</th>
<th>Periods Available</th>
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Teacher Availability
Semester: SPRING

<table>
<thead>
<tr>
<th>Teacher/Class</th>
<th>Periods Available</th>
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DAILY BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period 1</th>
<th>7:45 -- 8:35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 2</td>
<td>8:41 -- 9:34</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:40 -- 10:30</td>
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<tr>
<td>Period 4</td>
<td>10:36 -- 11:26</td>
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<tr>
<td>Period 5</td>
<td>11:32 -- 12:22</td>
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<tr>
<td>Period 6</td>
<td>12:28 -- 1:18</td>
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<tr>
<td>Period 7</td>
<td>1:24 -- 2:14</td>
</tr>
<tr>
<td>Period 8</td>
<td>2:20 -- 3:10</td>
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NOON RELEASE

<table>
<thead>
<tr>
<th>Period 1</th>
<th>7:45 -- 8:11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 2</td>
<td>8:17 -- 8:45</td>
</tr>
<tr>
<td>Period 3</td>
<td>8:51 -- 9:17</td>
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<tr>
<td>Period 4</td>
<td>9:23 -- 9:49</td>
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<tr>
<td>Period 5</td>
<td>9:55 -- 10:21</td>
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<tr>
<td>Period 6</td>
<td>10:27 -- 10:54</td>
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<tr>
<td>Period 7</td>
<td>11:00 -- 11:27</td>
</tr>
<tr>
<td>Period 8</td>
<td>11:33 -- 12:00</td>
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</tbody>
</table>

LATE START SCHEDULE

<table>
<thead>
<tr>
<th>Period 1</th>
<th>9:00 -- 9:42</th>
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</thead>
<tbody>
<tr>
<td>Period 2</td>
<td>9:47 -- 10:29</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:34 -- 11:16</td>
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<tr>
<td>Period 4</td>
<td>11:21 -- 12:03</td>
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<tr>
<td>Period 5</td>
<td>12:08 -- 12:49</td>
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<tr>
<td>Period 6</td>
<td>12:54 -- 1:36</td>
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<tr>
<td>Period 7</td>
<td>1:41 -- 2:23</td>
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<tr>
<td>Period 8</td>
<td>2:28 -- 3:10</td>
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</table>

QUICK GLANCE OF WHO WE ARE

ESTABLISHED: 1970
STUDENT POPULATION: 2700
SCHOOL COLORS: Orange & Blue
SCHOOL MASCOT: Huskie
CONFERENCE: DuPage Valley Conference
AVERAGE ACT SCORE: 26.3
AVERAGE SAT SCORE: 1180
ATHLETICS: 29 VARSITY SPORTS; over 200 DVC TITLES; 108 FINAL FOUR APPEARANCES; 28 STATE TITLES
ACTIVITIES: 100 EXTRA-CURRICULAR PROGRAMS
WEBSITE: http://schools.naperville203.org/north/
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## IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
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## QUICK GLANCE OF WHERE TO GO

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
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## FREQUENTLY ASKED QUESTIONS & ANSWERS

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<tr>
<th>Question</th>
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## STUDENT ASSIGNMENT CALENDAR

<table>
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<th>Activity</th>
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## GENERAL INFORMATION - NNHS A-Z

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## SCHOOL PROCEDURES

### ATTENDANCE PROCEDURES

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### BUS POLICY AND PROCEDURES

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### NHS Discipline Procedures and Consequences

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### Family Educational Rights and Privacy Act (FERPA)

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## Directory Information

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**IMPORTANT PHONE NUMBERS**

**Principal**
Ms. Stephanie Posey 630-420-6484

**A.P. for Operations**
Mr. Jay Wachtel 630-420-6582

**A.P. for Curriculum**
Ms. Carrie Ray 630-420-6482

**A.P. for Student Services & Special Ed**
Ms. Jessica Freed 630-420-6410

**Athletic Director**
Mr. Bob Quinn 630-420-6490

**Dean of Student Activities**
Ms. Jennifer Baumgartner 630-420-6821

**Dean of Intervention**
Ms. Jennifer Hervey 630-305-4107

**INSTRUCTIONAL COORDINATORS (DEPARTMENT CHAIRS)**

- **Academic Support**
  Ms. Heather Schild 630-420-6512

- **Career/Technical Education**
  Ms. Melissa Oskroba 630-420-6487

- **Communication Arts**
  Ms. Helena Hitzeman 630-420-6557

- **Fine Arts**
  Mr. Nick Janssen 630-420-6512

- **Mathematics**
  Mr. Howard Phelan 630-420-6513

- **P.E./Health/Driver Education**
  Mr. John Fiore 630-420-4252

- **Science**
  Mr. Andy McWhirter 630-420-6513

- **Social Sciences**
  Ms. Joanna Berg 630-420-3258

- **Special Education**
  Mr. Jerry Poro and Ms. Jennifer Plummer 630-420-4040

- **Student Services**
  Ms. Amanda Pyzik 630-420-6502

- **World & Classical Languages/EL**
  Ms. Lisa Dinon 630-420-3258
(Instructional Support Teams are organized by student’s last name.)

### INSTRUCTIONAL SUPPORT TEAM #1
FAX: 630-848-3945

**A-Fak**
630-420-6505

- **Dean of Students:** Mr. Jeff DiOrio
- **Social Worker:** Ms. Sara Galdikas
- **Psychologist:** Ms. Mary Kate Monahan
- **Nurse:** Jeanne Costanza
- **Administrative Assistant:** Pam Berryman

**Fal-Lez**
630-420-6502

- **Dean of Students:** Mr. Jim Konrad
- **Social Worker:** Mr. Brent Terada
- **Psychologist:** Mr. Patrick Duffy
- **Nurse:** Jeanne Costanza
- **Administrative Assistant:** Lauren Jamieson

#### Counselors

**Grades 9-11**

- **A-Bra**  
  Ms. Cynthia Bran (Seniors A, D, E)
- **Brb-Del**  
  Mr. Ryan Hall (Seniors C, F-FI)
- **Dem-Gif**  
  Ms. Molly Murray (Seniors G, M-Mb)
- **Gig-Ix**  
  Ms. Laura Iverson (Seniors H, L)
- **It-Lez**  
  Ms. Deb Libert (Seniors I, J, K)

### INSTRUCTIONAL SUPPORT TEAM #2

**Lf-Roa**
630-420-6503

- **Dean of Students:** Mr. Jeff Farson
- **Social Worker:** Ms. Lisa Catalano
- **Psychologist:** Mr. Jonathon Schwartz
- **Nurse:** Ms. Pam Seubold
- **Administrative Assistant:** Diane Herling

**Rob-Z**
630-420-6504

- **Dean of Students:** Mr. Steve Madden
- **Social Worker:** Ms. Kari Butera
- **Psychologist:** Ms. Alicia Ash
- **Nurse:** Ms. Pam Seubold
- **Administrative Assistants:** Heather Donnary/Lori Calzaretta

#### Counselors

**Grades 9-11**

- **Lf-Mop**  
  Mr. Angelo Georgacopoulos (Seniors Mc-Mz, Q, Ra-Ri)
- **Moq-Poe**  
  Ms. Jennifer Witt (Seniors N, O, P)
- **Pof-Sek**  
  Ms. Erin LeRoy (Seniors Rj-Rz, T, V)
- **Sel-Trab**  
  Mr. Ross Katsma (Seniors S)
- **Trac-Z**  
  Ms. Jennifer Wolf Seniors (U, W, X, Y, Z)

College & Career Counselor  
Mr. Brian LaPorte  
548-420-4943

College & Career Asst.  
Ms. Monica Novak  
630-420-6645

EL 9-12 Coordinator  
Ms. Suzanna Robbins  
630-369-2138
**QUICK GLANCE OF WHERE TO GO**

<table>
<thead>
<tr>
<th>Service Location</th>
<th>Assistance Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAIN OFFICE</strong></td>
<td>Speak to Principal or Asst. Principals</td>
</tr>
<tr>
<td>630-420-6480</td>
<td>Pay school fines</td>
</tr>
<tr>
<td></td>
<td>Get a student ID</td>
</tr>
<tr>
<td><strong>ACTIVITIES OFFICE</strong></td>
<td>Sign up for an activity</td>
</tr>
<tr>
<td></td>
<td>Get a dance guest pass</td>
</tr>
<tr>
<td></td>
<td>Graduation information</td>
</tr>
<tr>
<td><strong>ATHLETIC OFFICE</strong></td>
<td>Turn in your sport physical</td>
</tr>
<tr>
<td></td>
<td>Get a sport schedule</td>
</tr>
<tr>
<td><strong>ATTENDANCE OFFICE</strong></td>
<td>Get a pass to leave school</td>
</tr>
<tr>
<td>630-420-6982</td>
<td>(parent must call first)</td>
</tr>
<tr>
<td><strong>TECHNOLOGY SUPPORT CENTER</strong></td>
<td>Get your computer password</td>
</tr>
<tr>
<td>(Learning Commons)</td>
<td></td>
</tr>
<tr>
<td><strong>FRONT DESK</strong></td>
<td>Get a PLASCO tardy pass to class</td>
</tr>
<tr>
<td></td>
<td>Get a pass to leave school (parent must call first)</td>
</tr>
<tr>
<td><strong>HEALTH OFFICE</strong></td>
<td>If you feel sick (fever, stomach ache)</td>
</tr>
<tr>
<td>630-420-6499</td>
<td>All medications need to be taken here</td>
</tr>
<tr>
<td><strong>LITERACY CENTER</strong></td>
<td>Tutoring</td>
</tr>
<tr>
<td><strong>S.R.O. (POLICE) OFFICE</strong></td>
<td>Report lost/stolen items</td>
</tr>
<tr>
<td>630-420-6613</td>
<td>Report information</td>
</tr>
<tr>
<td><strong>STUDENT SERVICES</strong></td>
<td>Speak to Counselor, Social Worker, Dean</td>
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<td></td>
<td>Schedule your classes</td>
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<td>Locker information</td>
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<td>Get a work permit</td>
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<td>Lost &amp; Found</td>
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<td>Request a transcript (Registrar’s Office)</td>
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<tr>
<td><strong>TESTING COORDINATOR</strong></td>
<td>Get standardized testing information</td>
</tr>
<tr>
<td>(Main Office)</td>
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</tr>
<tr>
<td><strong>BUS/TRANSPORTATION</strong></td>
<td>Get busing information</td>
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<tr>
<td>630-420-6464</td>
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**SCHOOL 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
FREQUENTLY ASKED QUESTIONS

Where is the lost and found?
Student Services 1 Office. At the end of each quarter, unclaimed clothing, books and other items are donated to charity.

How do I report something stolen?
Go to the Student Services Office and fill out a form; you can also report to the School Resource Officer (office is next door to Student Services Office).

What if I forgot my locker combination?
Go to the Student Services Office, show your ID, and the secretary can give you your combination.

Can I apply for a parking pass?
In the spring of Junior year, students can submit an application for a parking pass for Senior year.

Can I change my lunch period?
No. Due to the volume of students and scheduling, we cannot make lunch period changes to schedules.

Where do I get a work permit?
Student Services Offices

Where do I get a student ID?
Main Office; student IDs are $5.

Where do I sign up for activities and get dance passes?
Students can sign up for activities, retrieve dance passes/forms/tickets, and get graduation information from the Student Activities Office located off the Small Café.

Where do I buy a ticket to a game/dance/play?
Tickets to athletic events are purchased at the door/gate of the event. Dance tickets are purchased in the Student Activities Office. Play/Performance tickets are purchased at the Box Office the day of performance, or may be purchased online through the school website.

How can I contact a teacher or staff member?
Phone numbers and email addresses are all online. Generally, a staff member’s email is the first initial of their first name and complete last name @naperville203.org (i.e. jsmith@naperville203.org).

How do I add money to my student’s lunch account?
Your student can go to the cashier in the lunch line and give them a check or online through cafeprepay.com (service fee applies).

Where do I sign-up for the ACT, SAT, and college visits?
Students register for national ACT tests on 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 – and any additional subject tests – 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 NNHS college visits through Naviance (contact the assigned school counselor if log-in credentials have been misplaced or forgotten) or by visiting the College & Career Center, located in the Learning Commons. Typically, NNHS welcomes close to 300 representatives each year from colleges and universities throughout the country.
STUDENT ASSIGNMENT
CALENDAR

Naperville North High School
1970
GENERAL INFORMATION
NNHS A–Z
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.

ACTIVITIES WHICH ARE NOT OPEN TO THE PUBLIC

An I.D. card is required for admittance. All class activities are non-date affairs and only members of the sponsoring class will be admitted. Students must be dressed in appropriate school attire to be admitted to any school function.

ACTIVITIES WHICH ARE OPEN TO THE PUBLIC

I.D. 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. Students may use their Performing Arts pass to attend the Fall and Spring plays, musical, and one-act plays.

ASSEMBLIES

Assemblies will include athletic recognition, guest speakers, musical and dramatic programs, awards and programs presented by classes and other school organizations. Students are seated in the auditorium, field house or contest gym according to procedures established by the administration and faculty. Please provide courteous attention and appreciation to those presiding, as well as those involved in the performance or presentation of the assembly. All behavioral expectations and school rules remain in effect during assemblies.

DANCES

Dances and other events are sponsored by various student organizations. The faculty sponsors in charge of the dance or party are responsible for all of the evening’s activities. Students are not permitted to leave and re-enter the event a second time. Parents who are invited to school dances come as volunteers.

Students must enter and leave by the doors nearest the facility of the activity. Students must bring their school ID in order to enter the dance. Doors to the dance close an hour after the event begins; students will not be allowed entrance after that time. Students will not be allowed to re-enter a dance once they have left. Students must make arrangements ahead of time to be picked up by the end time of the dance. School dress is proper for most dances. Formal dances (i.e. Homecoming, Spring, and Prom) require dresses, and dress shirt and tie or suits.
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.

Students need to demonstrate appropriate and respectful behavior at all times. This includes the following:

- Show respect for self and others relative to space and actions.
- Refrain from dancing that is sexually explicit, including "grinding."
- Abide by all other expectations set forth in the student handbook, district discipline policy and co-curricular code.

Administrative supervision will make all final decisions regarding this policy. Students who do not abide by these standards may be asked to leave the dance and will receive consequences according to current school regulations, which include losing the privilege of attending the next major dance (i.e. Homecoming, Aidees (80's), Spring, Prom) and any end of the year Senior activities. Upon being asked to leave the dance, students do not have to leave the building, but may not be present in any part of the dance. They may use a cell phone or school phone to call a parent/guardian, and wait inside the building for a ride home.

Guest Pass Procedure
A guest pass is required for all non-North students to attend a Naperville North High School Dance. The Dance Policy allows a NNHS student to bring one guest to dances such as Homecoming, Spring, and Prom. A Guest Pass Form is provided in this handbook, and may also be picked up in the Student Activities Office or downloaded from the school web site. This form must be completed with an Administrator, parent, and guest signature. The completed Guest Pass Form must be presented when purchasing dance tickets. **There will be no exceptions to this form.** A special guest ticket will be handed out in addition to the dance ticket. Both are to be turned in at the door, the night of the event.

- A guest must be at least enrolled in the 9th grade. Guests over the age of 21 are not allowed at the event.
- A guest must be in good standing.
- A guest must present a picture ID at the door and have it available all night, upon request.
- All approved guests are required to abide with all the rules and expectations of Naperville North students. Failure to do so may result in both the Naperville North student and the guest being removed from the dance.

Dance Attire:
At any school function, NNHS personnel reserve the right to determine appropriate dress. Inappropriate items may be confiscated by staff and turned over to the Dean. Parents will be required to pick up items from the Dean’s Office.

At “formal” dances -- Homecoming, Spring, and Prom -- no jeans or shorts are allowed. When standing and walking, top attire must touch bottom attire all the way around. Students not properly dressed will be sent home to change clothes and/or they will not be allowed to participate in the dance.
The Dance Policy at Naperville North High School allows an NNHS student to bring one guest to dances, provided that the following information is completed prior to the event. Guests are only allowed at dances and events with advance ticket sales. The guest ticket cannot be purchased without this completed form being turned in at the site of sales. A guest ticket will be handed out in addition to the dance ticket. Both are to be turned in at the door, the night of the event.

A guest must be at least enrolled in the 9th grade. Guests must either be enrolled in high school, or a high school graduate. Guests must present a picture ID at the door, and have it available all night, upon request. No guest the age of 21 or over will be permitted in the dance.

Guest of (NNHS Student Name) ____________________________

I.D. # of NNHS Student ____________________________

Guest’s Name ____________________________

Guest’s Phone Number ____________________________

Guest’s Address ____________________________

Guest Agreement

I am willing to abide to the Policies and Procedures of Naperville North High School, as discussed on the dance tickets and Student Handbook. I realize as a guest of Naperville North, I am required to abide by all the rules and expectations of Naperville North students. I understand that failure to do so could result in being removed from the dance.

Students need to demonstrate appropriate behavior and show respect for themselves, staff and peers at all times, in all locations. This includes the following:

- Show respect for self and others relative to space and actions.
- Refrain from dancing that is sexually explicit.
- Front to back dancing will not be permitted.
- Abide by all other expectations set forth in the student handbook, district discipline policy and co-curricular code.

All of the behaviors stated above apply to all on and off campus dances sponsored by NNHS.

All NNHS students and guests, who do not abide by these standards may be asked to leave the dance without warning and will receive consequences according to current school regulations. Consequences for NNHS students will result in relinquishing Senior end-of-the-year activities (Exit With Pride and Senior Brunch) or the Homecoming Dance (Freshman, Sophomores, and Juniors).

By purchasing tickets, I agree to these expectations.

Signature of Guest Date Signature of NNHS Student Date

If currently enrolled in another high school, a Dean, Administrator, or Counselor of that school must complete the following information. (HS graduates and college students only need to complete the above information.)

The above-named student is in the_____ grade at ____________________________
They are in good standing, and recommended for attendance at a Naperville North High School dance.

Signature ____________________________ Position ____________________________
DELIVERIES AND MESSAGES
To minimize interruptions to the classroom, messages will be limited to school related business; exceptions will be based on the level of urgency. Flowers, candy, balloons, etc. are not permitted to be dropped off for delivery, regardless of the occasion. Only parents and family members are permitted to drop off items for delivery, which may be subject to search. Only phone messages of an emergency nature will be delivered, and should be directed to the attention of the student’s Dean. Routine messages and items cannot be delivered to students.

DRESS CODE
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, safety, and decency.

NNHS Guidelines: An individual’s dress, personal appearance, cleanliness, as well as behavior, demonstrate sensitivity to and respect for the learning community.

- Students must wear: a shirt (with fabric in front, back, and on the sides and under arms) and pants or the equivalent (jeans, skirt,
- sweatpants, leggings, dress or shorts) and shoes. Clothes must be worn in a way that genitals, buttocks, and breasts are fully covered with fabric and shirt must touch pants (or the equivalent) all the way around.
- All undergarments must be covered by outer attire (visible straps are allowed).
- No baseball type caps or hoods will be allowed in the building during the school day (7:45am-3:10 pm).
- Bandanas, do rags, stocking caps, and head scarves are allowed.
- Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, may not be worn at school.
- Attire or accessories that conceal identity are not allowed.
- Dress and grooming should be clean and free of unpleasant odors.
- Clothing and foot wear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others.
- Any accessory that could be used as a weapon is forbidden. This includes long or heavy chains and accessories with sharp or pointed protrusions.
- Students cannot wear anything that includes hate speech, pornography, images or language that creates hostile or intimidating environment (based on any protected class or consistently marginalized groups.)

ENFORCEMENT: To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the procedures below. To minimize classroom disruption, staff may send the student to Student Services to assist with the enforcement or write a behavioral referral. Enforcement will take place as follows:

1-Students will be asked to put on their own alternative clothing-if available at school,
2-Students will be provided with temporary school clothing,
3-Parents may be called to bring alternative clothing

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, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the Student Handbook.

Swimsuits for Physical Education Classes:
The expectations for student apparel to be worn during the aquatics unit in Physical Education are as follows:

Female students have two options: (1) A one piece swim suit that provides for appropriate modesty in a co-educational class; (2) A “swim shirt” to be worn over a two-piece suit. The “swim shirt” must cover the chest and mid-riff. Regular cotton t-shirts are not considered equivalent to a “swim shirt”.

Male students are expected to wear “trunks” with a liner. “Brief” style suits will not be allowed. Swim classes are co-educational and your child’s compliance is required and appreciated.
ELECTRONIC DEVICES

Cell Phones: Students may be in possession of cell phones, pagers and other electronic devices during the school day. The use of cell phones is strictly prohibited in the classroom unless permission has been granted by the teacher. Cell phones should not be seen or heard in the classroom setting. Appropriate use of these devices is allowed during non-instructional time (passing periods, lunch periods, before and after school).

Music: The use of ear buds and headphones are strictly prohibited in the classroom unless permission has been granted by the teacher. Ear buds and headphones should not be seen or heard in the classroom setting. Students are permitted to use one ear bud or headphone during non-instructional time (passing periods, lunch, before and after school) to ensure safety and security.

Cameras: Use of electronic devices to take, display, or send images without permission is prohibited on school grounds during the course of the school day. The use of any electronic device in locker rooms and restrooms is strictly prohibited at all times.

ELEVATOR

The convenience of an elevator will be provided to any student/staff member who has a permanent or temporary physical disability. During emergency situations or emergency drills the elevator cannot be in use. Students must be authorized by the school nurse to use the elevator. Campus Supervisors will allow access to the elevator to authorized students.

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 web site (http://schools.naperville203.org/north/), and/or on the introductory school message at 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 aired on the following radio stations: WFXW 1480 AM WMRO 1280 AM WAUR 108 FM WGN 720

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 their present locations, the following procedures can be implemented:

Lockdown – Continue Instruction

- Announcement over the PA stating that the school is going into a “Lockdown – Continue Instruction”
- Staff will go to doors and bring any students from the hallway into their classroom
- Staff will lock all doors and students are to remain inside of the classroom
- Classroom instruction will continue
- Administration will communicate with staff via email
- Announcement over the PA when “Lockdown – Continue Instruction” has concluded

Lockdown – Position of Safety

In the event that there is a threat inside the building, you are encouraged to follow your ALICE (Alert, Lock down, Inform, Counter, Evacuate) training. You should ignore bells and/or alarms during this time, and move yourself to a position of safety. If safe to do so, you should evacuate the building

FIELD TRIPS

All in-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 on the day of the presentation. There will be no grade penalty for the prearranged nonattendance.

I.D. CARDS
I.D. cards will be issued during registration. Every student must have an I.D. card and carry the card with them at all times while in school or involved in a school activity; failure to do so may result in a consequence. Upon request, a student shall present the I.D. card to any school employee. I.D. cards that have been lost must be replaced immediately for a $5 fee through the Main Office.

LINK CREW: Freshmen

Link Crew is a program that helps freshmen successfully transition to Naperville North. While many of the lessons and discussions are led by upperclassmen; five sessions will be led by your student’s assigned counselor. The counselor lessons are aligned to ASCA standards and principles (the national model, the American School Counselor Association) and are part of the revamped counseling curriculum in District 203. Some topics that will be covered in Link include: August: Introduction to NNHS: how the school works, where to find help/resources; September: Introduction to SchooLinks, a web-based platform that will eventually replace Naviance as the one-stop shop for college searches, lessons, and more! October: Career Cluster Exploration and examining students’ interests and talents; November: Social-Emotional Learning; December: Course Planning and aligning course selections to interests.

During the first semester, all freshmen will attend one scheduled Link Crew session during the week. The specific time slot (period 4, 5, or 6) and day of the week (Monday, Tuesday, Wednesday, or Thursday) will be indicated on the student’s schedule that he or she will receive during Registration in August. Link Crew attendance is mandatory, and students are required to bring their Chromebooks to each Link session.

CREW 2: Sophomores

Crew 2 is a continuation of Link Crew. This new program has been designed to further develop the skills, strategies, and knowledge that high school students need as they make their way through Naperville North and prepare for life outside of high school. Many lessons and discussions will be led by upperclassmen; four or five sessions will be led by your student’s assigned counselor. The counselor lessons are aligned to ASCA standards and principles (the national model, the American School Counselor Association) and are part of the revamped counseling curriculum in District 203. Some topics that will be covered in Crew 2 include: January: Finding your inner leader; February: Career Exploration and Introduction to SchooLinks, a web-based platform that will eventually replace Naviance as the one-stop shop for college searches, lessons, and more; March: Game of Life: decisions, money, and careers - oh my! April: Grit & Resiliency - and Stress Management.

Naperville North is planning a kick-off to Crew 2 in January of 2020. More details and information will be sent to students and parents as this event develops. Link Crew and Crew 2 are being sponsored by Jaci Fabian (jfabian@naperville203.org) and Michelle Pitts (mpitts@naperville203.org).

LOCKERS (Hall Lockers & P.E. Lockers)

Students will have access to a locker at school. Single lockers may not be connected to one another in any way; failure to follow this policy will result in a written referral for damage to school property. Students are financially responsible for any damage to their assigned locker. In addition, the school is not responsible for lost or stolen articles. Mechanical problems, theft and personal problems should be directed to the Student Services Office or School Resource Officer.

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 P.E. area. Students are required to purchase and use a school lock for their P.E. locker. This lock must be purchased through the NNHS School Store or the Physical Education Department. Any non-school issued lock will be cut off and students will be responsible for replacing it with a school-issued lock.

**Lockers Security:** In order to protect the contents of your locker, students should follow a few helpful suggestions:

1. Do not give your combination to anyone.
2. **Always remember to lock your gym lock.** Secure the clasp and spin the dial after you shut the door.
3. Store only coats, books, etc in your locker. Do not store valuables.
4. Do not share hall or gym lockers.

**LOST AND FOUND**

A lost and found center is maintained in the Student Services 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 the end of each quarter.

**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 for their lunch. Students may eat in either cafeteria, but must remain at their table during the entire lunch period. Naperville North is a closed campus for lunch for freshmen, sophomores and juniors. 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 their senior year.
“Senior Open Lunch” is the only exception to the closed campus lunch concept. This program is available to all seniors who have a signed permission slip on file. Seniors need to have a valid ID card with them when leaving campus; if they do not possess a valid ID they will not be allowed to leave campus. When exiting the building, seniors may only use doors 8 & 19. In the event of inclement weather, the administration reserves the right to cancel the program for the day.

Seniors may lose the privilege if:
- they accumulate an excessive amount of tardies or truancies
- they are suspended for disciplinary reasons
- they use inappropriate doors to enter or exit the campus for lunch
- they fail to carry a valid ID card with them
- they misuse the privilege at the deans’ discretion

Behavior will be tracked for a class over the freshmen, sophomore, and junior years. This information will be used to determine if a particular class earns the privilege of open campus lunch as seniors.

STUDENT PARKING PROCEDURES
ONLY SENIOR STUDENTS who have received a parking pass are allowed to park on campus; if underclassmen park unauthorized in school lots they will be towed, as well as lose their privilege to park in the lot as a senior.

Suspension of parking privileges and/or towing of vehicles may occur if a student violates the following regulations:
- Obey all rules of safe driving.
- Park in the designated student parking sections only.
- No smoking in your car on school district property.
- Do not transport underclassmen or any unauthorized students off school grounds during the school day or during open campus times.
- You are responsible for displaying your parking permit at all times. Failure to do so may result in your car being towed.
- Only park in lined spaces that are designated as Senior spaces. Do not park in any reserved or staff parking spaces. Cars parked outside of the lined spaces or in inappropriate spaces will be towed without notice. This notification constitutes your warning.
- Any falsifying of hang tags may result in loss of any future parking privileges, including failure to obtain a parking tag during one’s senior year.
- Any purchase and/or sale of parking tags among students is not permitted.
- Failure to comply with the above rules and regulations will result in disciplinary action, the possibility of loss of parking permit, and may result in the vehicle being towed.

Lost permits will be replaced one time only by students purchasing a replacement tag for a fee in the Main Office.

Designated Student Parking Areas:
- West parking lot (Athletic entrance)
- South auditorium (NPAC) lot – park in last row only (see posted signs)
- Tennis court area

Students who drive without a parking pass will need to park on the appropriate side streets surrounding the campus. 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.

Failure to comply with the above rules and regulations will result in disciplinary action, the possibility of loss of parking permit, and may result in the vehicle being towed 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 in 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.

SKATEBOARDS, ROLLERBLADES, ETC.
Skateboards, bicycles, rollerblades, hover boards or any other 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
State and federal regulations prohibit smoking 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 hackey sacs, 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.

STUDENT PICK UP/DROP OFF POLICY
Students who receive a ride to school should be dropped off and picked up on the north side of the building between 7:00 - 7:30 am and 3:10 - 3:30 pm. Pickup and drop off for early dismissal and late arrivals during the school day may use the north or south entrance to the building. In addition, students may be dropped off in the bus lot after 7:15 am on regular school days and after 8:45 am on late arrival days. When utilizing this drop off area please be cognizant of busses that may still be picking up and dropping off students.

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 to 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
While every attempt is made to be cordial and helpful to those visitors who have business in the school, there is also an attempt made to discourage all-day student visitors. The goal is to minimize disruptions to the educational process in the classroom. 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 schools. 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.
- Bring evidence of appointment to main entrance (email, etc.) and sign in.
- Show driver’s license or picture identification.
- Secure and wear the visitor’s badge.
- Wait for staff member to arrive at front desk in order to act as escort.
- Return badge and sign out.
- No student visitors will be allowed the first week or last two weeks of a semester.

Students
The only students that will be allowed as visitors in the building are international and parochial students. All student visits must be prearranged 48 hours in advance with the Instructional Coordinator for Student Services. No visits will be permitted the first week or last 2 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
ATTENDANCE PROCEDURES

NNHS Attendance Procedures and Consequences
There is a positive relationship 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. Vacations are not considered 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. The system can accept a message 24 hours a day. The call must be placed by a parent or guardian only by 11:00 AM, in order for the absence to be considered excused.
2. Failure to contact the Attendance Office within 48 hours will result in an unexcused absence/truancy, and appropriate disciplinary consequences will 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 stay in the building.

Reporting All Day Absences:
1. Call 630-420-6982 (press 1) and be prepared to report student name and ID#.
2. Please follow the directions of the menu.
3. If a student is being reported absent for the 3rd consecutive day, please additionally report that absence to the student’s Dean.

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.
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 will result in truancy and disciplinary consequences.
5. Students must sign out and show the authorized dismissal pass when leaving and sign in when returning.

Reporting Procedures for Non-English Speaking Parents/Guardians:
1. A parent/guardian must call 630-420-6982 and press 1 for all day absences, or Press 2 for late arrival/early dismissal.
2. The parent/guardian can have student state their name, student ID, duration of absence, and language of parent.
3. Parent/guardian must confirm duration and reason for absence in their primary language.

Note: Students may be required to bring official documentation, including official doctor’s notes to verify absences. The document should be brought to the attendance office upon the student’s return to school. Failure to supply proper documentation can result in the absence being recorded as a truancy.

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. Students who are absent for ten or more consecutive days will 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.
   a. Illness and/or doctor’s appointments
   b. Death in the immediate family
   c. Family emergency and/or parental request
   d. Pre-planned absence (those situations beyond the control of the student as determined by the administration or circumstances which cause reasonable concern to the parent for the safety and health of the student)
   e. Observance of a religious holiday
   f. In-school suspensions
   g. Field trips
   h. Nurse appointments for an entire period
   i. Hospitalization
   j. Appointments with Student Services staff
   k. Administrative reasons

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 their teacher to make up work due to absences, pre-planned absences or field trips.
   • Truant absences 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.
- Pre-planned absences must be arranged with the Attendance office. The student will then make arrangements with teachers concerning due dates for make-up work. Students may be required to turn in assignments or take assessments prior to the absence.

**Take Your Child To Work Day**

District 203 agrees with the concept of Take Your Child to Work Day on a non-school day. This is based on the underlying belief that school attendance is important, and activities that pull students away from school are discouraged. In the event that Take Your Child to Work Day is on a school attendance day, the student’s absence will be coded as PARU - Parent Request Unexcused absence.

**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 five (5) 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 will exist 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 the schools’ 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. The ROE may require the student and parent(s) to attend court and be placed on probation.

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.

**BUS POLICIES AND PROCEDURES**

Students must present their ID to the bus driver every day upon entering 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 the building. Riding the bus is a privilege that may be removed 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 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. Not eat or drink on the bus
7. Not tamper with bus equipment or vandalize the bus
8. Abide by all district 203 policies while traveling to and from school

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.
Behavioral Expectations for All Students:
- Students should maintain appropriate behavior in the hallways at all times, which includes no running, yelling, or use of profanity.
- Students must behave appropriately in the cafeterias. Inappropriate behavior will result in restrictions to the cafeterias.
- Students must comply with the requests of all staff members in the building.
- Students must produce a student ID upon request of a staff member.
- Students must respect all school property.
- Students must refrain from overt public displays of affection.

Behavioral Expectations of Seniors:
NNHS regards our senior class as the leaders of our school with regard to appropriate behavior and actions. All students, and especially seniors, have been empowered by their experiences at NNHS to be their best. We therefore expect appropriate behavior throughout the year, especially during the first and last weeks of school. Senior pranks or pranks by any class members are unacceptable. Seniors who choose to participate in this type of activity may expect significant consequences which may range from loss of senior privileges to denial of participation in Commencement Ceremonies.

Detentions:
1. Teacher detentions are assigned by individual teachers and range in length of time. Detentions should be served at a time reasonably designated by the individual teacher. Failure to serve a teacher’s detention will result in a disciplinary referral to the deans’ office.
2. Deans’ detentions range from one to four hours in length. They will be assigned before school, after school, or on Saturdays.
3. Failure to serve a deans’ detention may result in further disciplinary action.
4. If the above attempts have not altered student behavior, alternative disciplinary measures will be taken.

Deans’ Detentions
- AM Detentions, T-F - 6:30-7:30am
- Lunch Detentions, During all lunch periods
- PM Detentions, T, W, & Th – 3:15-5:15pm
- 2 Hour Saturday - 8-10 AM
- 4 Hour Saturday - 8-12 PM

*Detentions are assigned in an effort to communicate the importance of following school rules and the fact that inappropriate actions have consequences. Therefore, if a student exceeds 20 hours of detention assigned by a dean in a semester, it is evident that detentions do not appear to be a solution to the problem. Therefore, a parent conference with the principal may be scheduled.

Due Process Procedures:
Students and parents who have concerns with disciplinary rulings should follow the steps listed below:
1. Parent/student may request a hearing with the Principal and the Dean. Contact may be made by calling the Principal’s Office at 420-6484.
2. If parent/student still has concerns, they may request a formal hearing at the district level by contacting the Associate Superintendent for Secondary Education at 420-6318.

Entrance and Exit Procedures:
The only entrances that students are allowed to leave and enter the building through are entrances 1, 4 (buses), 8, 9, and 19. All other entrances are locked and should remain that way for the entire school day. Any student that uses a door not designated above poses a security threat and will be dealt with by the appropriate dean.

Expulsion:
Expulsion from school means the student is excluded from enrollment as a student of Naperville Community Unit School District #203. The decision to expel is made by the School Board after due process is granted. While every attempt is made to continue to provide an educational experience for our students, there are certain violations that infringe upon the safety and security of the students and staff in the building in such a way that expulsion could result.

Gambling:
No form of gambling is acceptable at the school for any reason. If students are found in violation of this policy they will receive a written referral and disciplinary consequences.

Gang-Related Activity:
Gang activity or any gang-related activity including, but not limited to, drawings, clothing, bandanas, hats, or any other form of representation will result in a written referral and disciplinary consequences. Gang related activity could include, but is not limited to: displaying, graffiti/vandalism, recruiting, etc
Loitering:
Students are not permitted to loiter in any hallways or washrooms during passing periods, lunch periods, or after school. Loitering is defined as sitting on floors, tables, or lingering in any of these areas. This includes students who serve as "look outs" for any inappropriate behavior. In addition, students who are not involved in a supervised sport or activity after school must leave the building. Any loitering is subject to disciplinary action.

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 on runaways.
- Assist school administration in resolution of criminal and antisocial behavior.
- Assist in problems involving persons trespassing and committing criminal acts on school property.
- Meet regularly with school counselors and Deans in attempt to identify individuals or conditions that could possibly result in delinquent 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 automobiles, 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 including students, 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 (e.g., 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 are assigned an individual locker; 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 inappropriate, improper, illegal, or unsafe within.

Automobile - 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.

Substance Abuse/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.

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 18.

In School Suspensions
In school suspensions, are held in room 267. Students must arrive on time with all appropriate educational materials. Students should bring a lunch from home. If they do not bring a lunch from home, they will have the option of purchasing a sandwich for lunch. Sleeping, use of electronic devices, or any other misconduct is prohibited and may result in additional consequences.

Out of School Suspensions
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 attend any school functions, including sporting events, club meetings, and dances. If a student is found on campus during the time of a suspension, he or she is
subject to being arrested for trespassing. Upon assignment of the fourth out of school suspension during the school year or the fifth overall suspension the student and parent shall meet with the dean and the principal. Strategies and interventions to alter student behavior will be discussed.

Social Suspensions
For certain situations involving inappropriate behavior, or students who are not in good standing (i.e. outstanding detentions, excessive truancies and referrals, etc.), a ‘social suspension’ may be issued. ‘Social suspensions’ include restrictions from attending after-school activities such as athletic events, dances or Prom to school day activities such as using the school cafeterias or riding the bus. These suspensions may include other consequences but are primarily designed to keep the integrity of school events intact.

State Reporting of Incidents
Incidents involving battery, firearms or drugs will be reported to the Illinois State Board of Education Student Incident Reporting System.

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 the front desk by the main entrance of the school. Students are required to present their student ID and obtain a late pass to class. This pass DOES NOT EXCUSE the student for being late, but is required to enter a classroom late. Students must carry an ID with them at all times, failure to present an ID will result in a Dean’s consequence. 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+ - Administrative Action

Note: 20 + minutes late to class constitutes a truancy.

Unauthorized Area:
Students are considered to be in an unauthorized area if they are in any area not designated on their schedules or in an area without written authorization. Students will not be issued passes to their vehicles for any reason. Students in unauthorized areas may be subject to search.

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 students 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 CFR99.6, 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.

Student Records:
Outlined below is a brief description of the Student Records Policy of District 203. This communication shall also serve as the Annual Notification to parents of students or eligible students (age eighteen or over) of their rights to review or challenge information contained in their educational records.

I. Classification of Student Records
The student permanent record shall include the following: Basic identifying information including student’s and parents’ names and addresses, birth date and place, and gender; academic transcript, including grades, graduation date, grade level achieved and scores on college entrance examinations; attendance record; accident reports and health record.

The student permanent record may also include honors and awards received, information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations, but no other information shall be placed in a student permanent record.

Student temporary record information shall consist of all information not required to be in the student permanent record and may include: family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information obtained through test administration, observation or interviews; elementary and secondary
achievement level test results, participation in extra-curricular activities including any offices held in school sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; special education files, including the report of the multi-disciplinary staffing in which placement or non-placement was based and all records and tape recordings related to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student.

No person may require securing information from the student’s temporary file as a condition in the granting or withholding of any right, privilege or benefits; or require it as a condition of employment, credit or insurance.

II. Inspection and Review of Educational Records
District 203 shall comply with a request from the parent of a student or an eligible student to inspect and review his/her education records. The school shall comply within a reasonable period of time and in no case later than 15 days after the request has been made.

1. District 203 shall comply with a request from the parent of a student or an eligible student to inspect and review his/her education records.
2. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records.
3. School administrators may presume that either parent of the student has authority to inspect and review the education records of the student unless notified to the contrary.
4. The right to copy permanent or temporary student record data shall be permitted at a cost of $ .32 per page for the first 10 pages; $.25 per page for 11-25 pages and $.10 per page 26 and over. (No parent of a student or eligible student shall be denied a requested copy due to inability to pay the service charge.)

III. The Right to Control Access of Student Records
District 203 will release student records to an official of another school in which the student intends to enroll. The official must make a written request, at which time District 203 will forward the student’s education records. The District will provide the parent, upon request, with a copy of the education records transferred. Parents have the right to inspect and challenge the information contained in a school record prior to transfer of the record to another school district.

IV. Challenge Procedure
A parent of a student or an eligible student may request a District 203 school official to amend his/her educational records when it is believed that the information contained in the records of the student is inaccurate, misleading or violates the privacy of the student. Parents have a right to challenge any entry exclusive of academic grades in the school student records on the basis of: (1) accuracy, (2) propriety, and (3) relevance.

1. Within a reasonable period of time, District 203 shall decide whether to amend the education records in accordance with the request.
2. If the school district decides to refuse to amend the education records of the student, it shall notify the parent of eligible student and advise them of the right to hearing.
3. The request for a hearing shall be submitted in writing to the school and shall contain the specific entry or entries to be challenged and the basis of the challenge.

V. Access to Records Without Parental Consent
Prior consent for disclosure of personally identifiable information is not required in the following situations:
1. To other school officials within the district.
2. To officials of another school system in which the student intends to enroll.
3. To comply with a judicial order.
4. To parents of a dependent student.
5. To appropriate parties in a health or safety emergency.
6. To organizations (Federal, State, or Local) conducting studies for or on the behalf of the district.
7. To accrediting organizations.

VI. Maintenance and Disposal of School Student Records
A student’s permanent record shall be maintained for a period of not less than 60 years after student has graduated or permanently withdrawn. A student’s temporary record shall be maintained for a period of five years after the student has graduated or permanently withdrawn.

1. Upon graduation, transfer, or permanent withdrawal of a student from a school, the school shall notify the parents and/or the eligible student of the destruction schedule for the student permanent record and the student temporary record and the right to request a copy of such records at any time prior to their destruction.
2. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student temporary record which may be or continued assistance to the student may, after three years, be transferred to the custody of the parent or the student if the student has succeeded to the rights of the parents.
Directory Information:
District 203 may disclose information from the education record of a student who is attending school if that information is designated as directory information. Information that has been designated as directory information includes identifying information, academic awards, major field of study, dates of school attendance, the most recent previous school attended, information related to school sponsored activities, and other similar information. The parent has the right to refuse to permit the designation of any or all categories of information to be designated as directory information. The parent must inform the school district, in writing, stating which information is not to be designated as directory information.
6:235 Access To Computers and Electronic Networks

Electronic networks and computers, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The District maintains its commitment to educational excellence. It recognizes that students will need to collect and synthesize information from a variety of digital sources, as well as collaborate and communicate with peers and colleagues in a global community. The District will assist students in developing the necessary skills and knowledge to navigate this rapidly-changing world. Additionally, the District will reinforce the ideals of digital citizenship and what it means to access various devices, tools, networks, technologies and the Internet responsibly. "Computers," "electronic devices," "mobile devices," and "devices" for the purposes of this policy are interchangeable. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator(s).

The School District is not responsible for any information that may be lost, damaged, or become unavailable when using the network or a District-issued computer, 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 Digital Citizenship

The use of the District's electronic networks and computers 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. Students will be educated about appropriate digital citizenship, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic networks is and District-issued computers are part of the curriculum and is are not a public forum for general use.

Acceptable Use

All use of the District's electronic networks or District-issued computers 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. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District-issued computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Use of Computers and Electronic Networks contains the appropriate uses, ethics, and protocol, including an individual's use of personal computer for school use or on a District network. 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

In accordance with the Children's Internet Protection Act (CIPA), the District's primary concern is the safety and welfare of all students. The District filters all on-premises connections to the Internet and blocks computers or sites that may contain content considered obscene, pornographic, harmful or inappropriate for students. Only an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other educational purposes provided that the individual receives prior permission from the Superintendent or system administrator. The District will supplement this policy by providing at-home filtering applications for District-issued computers that are used off-campus and at home.

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. Ensures and staff privacy, safety, and security when using electronic communications;
4. Restrict unauthorized access, including "hacking" and other unlawful activities;
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

Authorization for Use of Computers and Electronic Networks

Each staff member must sign the District's Authorization for Use of Computers and Electronic Networks as a condition for using the District's electronic networks or computers. Each student and/or his or her parent(s)/guardian(s) as appropriate, must sign the Authorization before being granted unsupervised use.

All users of the District's computers or networks 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.

The failure of any student or staff member to follow the terms of the Authorization for Use of Computers and Electronic Network Access, or this policy, may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
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**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as 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.

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 objectives 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 School 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 105 ILCS 5/22.10a

Right to Privacy in the School Setting Act, 105 ILCS 75/.

CROSS REF.: 7:130 (rights and responsibilities), 7:150 (police interrogation), 7:190 (student discipline)

ADOPTED: October 7, 1996
Revised: September 20, 2004
Revised: April 20, 2009
Revised: April 22, 2019

7:180 Preventing Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. 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 Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying 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.

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.

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 guidance counselors, 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 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.

Complaint Manager:

Deputy Superintendent
203 W. Hillside Rd.
Naperville, IL. 60540
630-420-6311

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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 his or her 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 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. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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 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 also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. 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. 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.

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. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
   c. 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.
   d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
   e. 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).
   f. 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.
   g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
   h. 7:310, Restrictions on Publications. 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.
7:190 Student Behavior

Philosophy of Student 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 his/her 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.

Rules and guidelines established by District 203 are intended 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.

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 and/or disciplinary 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' problems as they are manifested in school – specifically pertaining to 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, because they can influence student learning. The District offers assistance, support, and interventions. Forms of intervention, prevention and/or education may include observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

Notification Regarding School Searches

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 have very limited expectations of privacy on school property and are hereby notified that, to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, any electronic device including computers, tablets, telephones, cameras or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images, and automobiles, whenever the administration has reason to suspect that the search will disclose a criminal violation or a violation of a school policy, rule or regulation.

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 which may indicate use or abuse of illegal substances or drugs, alcohol or the misuse or abuse of prescription or non-prescription drugs, and implement intervention or support services along with appropriate disciplinary action.
District 203 believes in the dignity and uniqueness of each individual. In order to maintain learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and will not tolerate harassing, bullying or intimidating behavior.

The primary responsibility for student discipline within the school rests with the individual building principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

The Board has established specific rules and regulations to govern the discipline of its students when a student’s conduct constitutes gross disobedience or gross misconduct, as determined by the Administration or the Board.

Special education students (those with an IEP) exhibiting gross disobedience or misconduct shall, be disciplined in accordance with laws and regulations governing special education.

Students who are suspended externally or expelled are to be excluded from all District 203 activities and property for the duration of their suspension or expulsion. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A or 13B of the School Code. 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.

Parent/guardian will receive a copy of the student discipline policy within 15 days after school begins or when the student enrolls if enrollment occurs after the beginning of the school term. 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.

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 violations to the Naperville or Lisle Police Department or other law enforcement agencies, as appropriate.

Prohibited Student Conduct
The following examples in no way limit the Board’s ability to discipline students for violations which are not specifically listed. In addition, a violation shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense. The school administration is authorized to discipline students for gross disobedience or misconduct, including but 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. Violation of the disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy.
6. Misconduct or promotion of misconduct 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; intentional 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.
14. Forgery and/or falsifying information.
15. Cheating/Plagiarism.
16. Theft, including taking the property of others without their permission or consent. Possession of stolen items. Possession of tools that are used to gain possession of another person’s property.
17. Use of profane or obscene language.
18. Insolence or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and all other District employees and volunteers.
19. Wearing hats, caps, or head-coverings of any kind by individuals from the time they enter the school building until they exit the school building unless otherwise approved by the building principal or required for religious purposes. Wearing coats, jackets and other outdoor wear in the building during the school day (from the first class period bell until the bell ending the last class period), unless otherwise approved by the building principal. Coats and hats are to be stored in student lockers or other designated places during the school day.

20. Wearing or display of garments, objects, jewelry, or body art that depict distasteful symbols debasing the dignity of a person or that depict or promote use of alcohol or drugs or that contain sexually explicit, obscene, or vulgar messages or symbols at school or at any school-sponsored activity. Wearing or display of spiked or dangerous jewelry, garments or objects, at school or at any school-sponsored activity.

21. Violation of Bus Conduct Policy or related Administrative Regulations.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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 reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

28. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conduct and behaviors towards others that appear to terrorize, intimidate or start fights.

29. Fighting.

30. Actions, including physical assault which threatens the well-being of Board members, District employees, students, volunteers, or other persons.

31. Making or causing to be made a threat against the school: bomb threat, school shooting, etc.

32. Deliberately causing, attempting, or threatening to cause injury to another person.

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, look-alike weapon, or part of a weapon, as defined below, or violating the Weapons In School section of this policy. For purposes of this provision, "weapon" means a firearm (as defined below) including any gun, handgun, rifle, shotgun, or machinegun; a BB gun; pellet gun; air gun; paintball gun; pneumatic gun; spring gun; ammunition for any of the foregoing; a knife, razor, stiletto, throwing star, dagger, dirk, broken bottle or other piece of glass; metal knuckles or other knuckle weapon, regardless of its composition; billy club; bludgeon; black jack; sling shot; sand club; sand bag; stun gun or taser; tear gas gun projector or bomb or any object containing noxious liquid gas or substance; or any other object that is used to inflict harm, is used to threaten harm, or has been modified so that it can inflict harm. "Firearm" is defined as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any explosive, incendiary, or poison gas, including (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, or (vi) device similar to any of the devices described above.

37. Participation in any unauthorized fraternity, sorority, or secret society, satanic activity, 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, 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. 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.

40. Harassment, which is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, and which includes intimidation, threatening individuals or inciting the participation of others in
such behavior through, but not limited to, 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:

Bullying includes cyber-bullying 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 reasonable predicted to have the effect of one or more of the following:

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

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.

42. Sexual harassment is a form of sex discrimination that involves sexual advances, requests for sexual favors, the distribution or transfer of images, or other conduct of a sexual nature when such conduct interferes with an individual’s education performance or creates an intimidating, hostile or offensive educational environment. Refer to Administrative Regulation #7.20R for further definitions of Sexual Harassment.

43. Participating in any act of a sexual nature, possession, distribution and or transfer of any material of a sexual nature.

44. Perpetrating on an unwilling person an act which is of a sexual nature.

45. Teen dating violence, as described in Board Policy 7:185. Teen dating violence is defined as follows:

a. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age, or
b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age.

46. 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. Violation of any current city ordinances and State law regarding tobacco. Students under the age of 18 will be referred to the Naperville Police Department for additional intervention.

47. Use, possession, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by any alcoholic beverage, intoxicant, prescription drug not properly prescribed or used in a manner inconsistent with the prescription of prescribing physician’s or licensed practitioner’s instructions, inhalant, narcotic, cannabis, so called “pep pills” or “speed”, tranquilizers, “look-alike” drugs or any other controlled substance, or other illegal substance.

48. Use, possession, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by a non-prescription drug. Refer to Administering Medication to Students Policy 7.270.

49. Possession or use of any 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.

50. Use, possession, transfer, purchase, sale, or abuse of anabolic steroids unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.

51. Use, possession, transfer, purchase, sale, offer for sale, or abuse of a performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.

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

53. 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.

54. 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 term “look alike” includes 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 of other substance that is prohibited by this policy.

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 may expel a student for a weapons violation for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. Prior to any expulsion hearing, the Administration will make a recommendation to the Superintendent for the term of the expulsion based on the circumstances involved with the student.

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 year. For purposes of this provision, a “weapon” is defined as:

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

The prohibition concerning weapons applies regardless of whether a student is licensed to carry a concealed firearm.

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 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 allow the student to be in the classroom.

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 has 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. Seize 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.
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.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

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 he or she (1) observes any person in possession of a firearm on or around school grounds (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 (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 his or her supervision. Upon receiving such a report, the building principal or designee shall immediately notify the student’s parent(s)/guardian(s), the State Police and the local law enforcement agency.

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.

720 ILCS 5/12-10
710 ILCS 5/12-10.1
720ILCS 5/12C-50.1(b)

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 (truancy), 7,130 (student rights and responsibilities), 7,140 (search and seizure), 7,150 (police interrogation), 7,160 (student appearance), 7,170 (vandalism), 7,180 (bullying, intimidation and harassment), 7,183 (open campus/lunch), 7,185 (teen dating violence), 7,200 (suspension procedure), 7,210 (expulsion procedures), 7,220 (bus conduct), 7,230 (student with disabilities), 7,240 (high school co-curricular code), 7,270 (administering medication to students), 8,30 (conduct on school property).

ADOPTED: May 7, 1997
Revised: April 19, 2010
Revised: April 18, 2011
Revised: April 6, 2012
Revised: April 15, 2013
Revised: April 21, 2014
Revised: April 20, 2015
Revised: May 16, 2016
Reviewed: April 17, 2017
7:20 Harassment of Students Prohibited
Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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, cyber bullying or bullying whether verbal, physical, 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, 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

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
   a. Substantially interfering with a student's educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment;
   c. Depriving a student of educational aid, benefits, services, or treatment; or
   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students are encouraged to report claims or incidents of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A Student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the titles, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:
Position Chief Human Resources Officer or Designee
Address 203 W. Hillside Road
          Naperville, IL 60540
Telephone 630-420-6315

Complaint Managers:
Position Chief Human Resources Officer or Designee; Chief Operating Officer or Designee
Address 203 W. Hillside Road
          Naperville, IL 60540
Telephone 630-420-6315

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in the appropriate handbooks.

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 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 discipline policy No. 7.190. Any person making a knowingly false accusation regarding prohibited conduct will likewise be
subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 
20 U.S.C. §1681 et seq., Title IX of the Educational Amendments, 
34 C.F.R. Part 106. 

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Workplace Harassment Prohibited), 7:10 (Equal Educational Opportunities); 7:180 (Preventing Bullying, Intimidation, and Harassment) 7:190 (Student Discipline) 
ADOPTED: February 2008 
REVSED: June 2016

7:20-R Administrative Regulation - Non-Discrimination

Anyone wishing to present an allegation of discrimination against any student on account of race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences in educational programs or activities in violation of Board of Education Policy 7:20 shall use the following procedures. If the alleged discrimination is against the building principal, the process may begin with Step 2.

Student Discrimination Complaint Procedure

**Step 1.** Allegation of discrimination shall be submitted to the administrator in charge of the building in which the student or students are housed. All complaints must be presented within thirty (30) calendar days of the occurrence of the first event giving rise to the complaint. Within ten (10) working days of receipt of the complaint, the administrator will respond in writing to the complaint, and will forward copies of the decision to both the complainant, the District Superintendent, the District Nondiscrimination Coordinator and Complaint Managers.

**Step 2.** If the complainant is not satisfied with the decision of the administrator at Step 1, the complainant may request that the Nondiscrimination Coordinator and/or Complaint Managers respond to the complaint. The request must be submitted to the Nondiscrimination Coordinator and/or Complaint Managers within ten (10) working days of the date of receipt of the administrator's decision at Step 1. The Nondiscrimination Coordinator and/or Complaint Managers shall review the complaint and the decision of the administrator and shall render a decision within ten (10) working days of the receipt of the request for review. Copies of the decision shall be forwarded to the complainant, the administrator and the District Superintendent.

**Step 3.** If the complainant or the administrator is not satisfied with the Nondiscrimination Coordinator or Complaint Manager's decision, either may request that the District Superintendent respond to the complaint. The request must be submitted to the Superintendent within (10) working days of the date of receipt of the Nondiscrimination Coordinator/

Complaint Manager's decision. The District Superintendent shall review the complaint and the decision of the Nondiscrimination Coordinator and/or the Complaint Managers and shall render a written decision within (10) working days of receipt of the complaint. Copies of the decision shall be forwarded to the complainant, the administrator and the Nondiscrimination Coordinator and/or Complaint Managers.

**Step 4.** If the complainant is not satisfied with the decision rendered by the Superintendent, the decision may be appealed to the Board of Education. Notice of intent to appeal to the Board must be submitted to the Superintendent within ten (10) working days of the receipt of the Superintendent's decision. Upon receipt from the complainant of written notice of intent to appeal to the Board, copies of the complaint and the decisions at each prior level of review shall be forwarded by the Superintendent to the Board. The Board shall review all of the relevant documents no later than the second regularly scheduled meeting after the receipt of the notice of intent to appeal and shall render its written decision within (10) working days of the date upon which the review is held.

**Step 5.** If the complainant is not satisfied with the Board's disposition of the complaint, the Sex Equity Rules of the Illinois State Board of Education provide for further appeal of complaints of sex discrimination to the Regional Office of Education Superintendent under Section 3-10 of the Illinois School Code and thereafter to the Illinois State Superintendent of Education under Section 2-3.8 in the Illinois School Code.

NOTICE: Complainants are entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. Failure of the complainant to present or advance a complaint on time may be a basis for denial of the complaint. Failure of school district officials to respond on time to a complaint will permit the complainant to proceed to
the next step of the complaint procedure. The Nondiscrimination Coordinator and the Complaint Managers shall be available to provide assistance to the complainant, as reasonably needed, in the preparation and the processing of the complaint and the appeal of decisions.

**Nondiscrimination Coordinator:**

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<thead>
<tr>
<th>Position</th>
<th>Assistant Superintendent for Human Resources or Designee</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Administrative Center</td>
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<tr>
<td></td>
<td>203 W. Hillside Road</td>
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<tr>
<td></td>
<td>Naperville, IL 60540</td>
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<tr>
<td>Telephone</td>
<td>630-420-6315</td>
</tr>
</tbody>
</table>

**Complaint Managers:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Assistant Superintendent for Human Resources or Designee; Associate Superintendent for Operations or Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
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<td>Naperville, IL 60540</td>
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<tr>
<td>Telephone</td>
<td>630-420-6315; 630-420-6313</td>
</tr>
</tbody>
</table>

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 7 and 17 years of age (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. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. 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 his or her religion forbids secular activity on a particular 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, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

**Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and School Board 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 process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods 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.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.
6. 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.

7. 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, Maintenance of Student Records, and policy 7:350, Access to Student Records, as well as State and federal law concerning school student records.

8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

9. 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.

10. 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 6 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, Students School Admissions and Student Transfers To and From Non-District Schools.

11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.


CROSS REF.: 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 Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Student Discipline), 7:340 (Maintenance of Student Records).

ADOPTED May 2008
REVISED: June 2016

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 absence 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.
G. 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
- Suspensions

ADOPTED: May, 2008 REVISED: September, 2011
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.

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.

Honesty begins with an understanding of one’s strengths and weaknesses.
- As learners, we set goals for ourselves and monitor our progress toward these goals.
- As educators, we provide learners with models for achieving academic integrity.
- As a community, we agree that cheating, plagiarizing and stealing are never acceptable.

Responsibility rests with all members of the academic community.
- As a community, we accept responsibility to do original, high-quality work and encourage others to do the same.
- As a community, we accept the consequences of our individual and collective actions and how they reflect our character.

Fairness is essential to developing a community that promotes learning.
- As learners, we recognize our obligation to be actively involved in the pursuit of knowledge and to acknowledge fully the contributions of others to our work.
- As educators, we set clear academic and behavioral expectations with consistent consequences for dishonesty.
- As a community, we hold one another accountable for practicing academic integrity.

Respect for the learning process is part of being a self-directed learner and community contributor.
- As learners, we respect the learning process by actively participating in class activities and discussions, listening to other points of view, meeting academic deadlines, and above all, valuing the unique perspective each brings to the classroom community.
- As educators, we will respect students and take their ideas seriously, provide full and honest feedback on their work, value their aspirations and goals, and recognize them as individuals.
- As a community, we respect the work of others by acknowledging their intellectual debts through proper identification of sources.

Trust fosters our ability to become collaborative workers building our credibility.
- As learners, we are responsible to willingly accept the academic challenges valued by our community.
- As educators, we commit to setting clear guidelines, providing quality instruction, and guiding the development of action plans to reach individual goals.
- As a community, we model the free exchange of ideas as a way to clarify and understand.

Academic integrity violations include cheating, plagiarism, self-plagiarism or copyright infringement, obtaining or providing an unfair advantage, 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. CHEATING
   Examples include, but are not limited to, intentionally or unintentionally:
   a. Using unauthorized notes, answers, aids, calculators, electronic messages/images, online language translators, or other information on an examination, paper, report, project, homework or other assignment;
   b. Copying from someone else’s work, such as from an exam, test, quiz, lab report, paper, project, 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.

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. 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 web sites;
   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 and video.
3. OBTAINING OR PROVIDING AN UNFAIR ADVANTAGE

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

a. 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 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. 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 when you have been instructed not to collaborate, or are doing so in ways contrary to teacher instruction.

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 DISHONESTY

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 Dean of Students
• Parent contact by teacher
• Academic consequence

CONSEQUENCES may also include, but are not limited to:

• Disciplinary consequence
• Letter 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 dean, teacher and student.

CONSEQUENCES will include, but are not limited to:

• Referral to Dean of Students
• Parent contact by teacher and Dean
• Academic consequence
• Disciplinary consequence
• Letter 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.

ADAPTED FROM IMSA AND NEW TRIER, 2010
Grading

Grade Communication
Faculty members, on an individual basis, identify student progress, work habits, class effort and participation. 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. The semester grade will be a cumulative grade from the work completed during the semester in conjunction with the score on the final exam.

Parents play a vital role in the education of their children. Therefore, communication between school and home is important. 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: instructional coordinator, assistant principal, principal. As you contact teachers, please keep in mind that teachers often have before and after school responsibilities.

Grade Value
A  Is making near maximum progress. Displays unusual interest, originality and initiative. Product is of superior quality. Excellent, superior work.
B  Is making optimum progress. Product is of excellent quality. Works consistently and intently. Very satisfactory, above average work.
C  Is making satisfactory progress. Responds satisfactorily. Average work.
D  Is making less than satisfactory progress. Needs to work more consistently and with more thoroughness. Below average, poor work.
F  Too little progress for credit. Lacks interest with little effort. Unacceptable work.
MX Withdrawn from class for medical reasons.
WP Withdrawn from class passing.
WF Withdrawn from class failing.
P  Student graded on the Pass/D/Fail option. Successful completion of required course work. Normal credit for the course is issued.

In addition, each student's semester grade reflects a combination of tests and quizzes, major assignments, and a semester examination. Thus, it is important for a student to be prepared for each day's work and to participate fully in all classroom activities. This habit of daily preparation and participation becomes the key element in the teacher-learner process.

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 your Program Planning Guide for complete information.

Grading Weight & Scale
Final semester grades will be rounded to the nearest percentage point.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Regular GP</th>
<th>Weighted GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Incompletes
Incomplete work must be completed no later than the end of the next quarter grading period. If not completed before this deadline, a grade of failure (F) will be recorded unless special arrangements have been made.

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 Instructional Coordinator for Student Services in the SS1 office. The application includes a complete explanation of the policy, along with all necessary compliance dates.

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 taking into account the possibility of using emergency days at the end of the year. Early exams will not be given. Typically, a student is issued an incomplete for missed exams and the make-up work must be completed by the end of the next term (for example, if a student misses their second semester exam, the student may take the exam on specific days over the summer and the grade will not be determined until the fall).

State Testing
Illinois School Code requires school districts to administer the SAT test to Juniors in the Spring. More information regarding the SAT test will be communicated to students and parents as it becomes available. Freshmen, sophomore, and junior students will take part in the SAT National Test Series. All students from the class of 2018 and beyond are required to take the school day SAT in order to graduate.

Other National tests are offered throughout the school year. Students must register for these tests. Please see your counselor or testing coordinator for more details.

Academic Honors
Students who have earned a grade point average of 4.0 or above for at least one semester at Naperville North High School will be recognized in the spring at our Academic Awards Recognition Reception. At this time we will pay tribute to our students for their outstanding academic accomplishments.

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 and up to a 4.0 will be on the high honor roll. Any student with a GPA of 3.0 and up to a 3.5 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 advisor maintains copies of the complete and detailed procedures and has them available upon request.
GRADUATION/COMMENCEMENT INFORMATION

Commencement
Commencement is the student activity that celebrates graduation. Naperville North has had a long tradition of successful and enjoyable activities to celebrate our seniors and their accomplishments. Only students who have met all graduation requirements prior to Commencement will be allowed to participate. In addition, any seniors who are involved in any kind of senior pranks at the building or at any end-of-the-year events will not be able to participate in the Commencement Ceremony or any other senior activities; appropriate disciplinary actions will also be taken. Further, any disruptions during the Commencement ceremony will result in the offending student being removed from the ceremony and his/her diploma withheld. In order to receive the diploma, the student and parents will need to make an appointment with the Principal at a later date.

An official photographer will take photos of each graduate receiving a diploma. Proofs will be sent directly to your home several weeks after Graduation. Commencement will be videotaped for purchase.

Commencement Philosophy
Graduation is a time of celebration. The week of graduation provides organized opportunities for exuberance, socializing and open expressions of joy. These may include activities such as Exit With Pride, Commemorative, and Senior Brunch. In addition to these activities, a special ceremony will take place -- Commencement.

The Commencement ceremony is the formal recognition of the students’ accomplishments, both collectively and individually, and a time for parents and staff to observe the graduates being honored. As such, it is necessary that the ceremony be a dignified and solemn celebration as befits the occasion.

Therefore, the purposes of the Commencement ceremony at Naperville North High School are to:
- Provide in a dignified way, an environment where each graduate is given the respect that he/she deserves;
- Recognize the strong efforts of those who achieve at the highest levels;
- Provide an opportunity for selected students to share thoughts with those in attendance concerning their high school years;
- Affirm the encouragement and support given the graduates by the adult community, especially parents and staff;
- Recognize the unique contributions of the class;
- Recognize each student individually by the reading his/her name.

Commencement Ceremony Behavior
1. All school rules and policies are in effect.
2. Students exhibiting improper behavior or inappropriate dress will be removed from the ceremony.
3. Students exhibiting improper behavior during their senior year may be excluded from the ceremony.
4. In the event of a general disturbance, the ceremony may be paused and/or discontinued.
5. Spectators are asked to refrain from inappropriate outbursts or disturbances, which would detract from or disrupt the ceremony.
6. Students who bring items that may be thrown, create sound, or cause any type of distraction from the ceremony will be subject to removal from the ceremony. These items include but are not limited to beach balls, air horns, toilet paper, etc.

Commencement Indoor Tickets
Each graduate will receive five (5) indoor tickets for commencement. Tickets will be distributed at graduation rehearsal. In the event of rain, two indoor tickets will permit admission to the Fieldhouse where the actual ceremony will take place. The other three indoor tickets will permit viewing of the ceremony in the NPAC or cafeterias through a live stream. For updated information, please check the school website. Tickets not being used should be returned to the Principal’s Office where a waiting list of requests for additional tickets will be established.

Graduation Attire (must be in accordance with Dress Code)
Males: shirt and tie, dress pants, dress socks and shoes.
Females: dress, skirt, or dress pants with dress blouse, and shoes with low heels.

Gym shoes, blue jeans, flip flops, etc., are not allowed.

Students not properly dressed will be sent home to change clothes or they will not be allowed to participate in the ceremony. No items may be brought to the graduation ceremony (i.e. no purses, etc.) Students must report with your UNDECORATED CAP, gown, and school approved cords (white, blue, orange, and gold) in hand to their assigned classroom no later than 5:45pm on May 18.

SENIOR INFORMATION & END OF YEAR PROCEDURES

Graduation Caps, Gowns, and Announcements
Watch/listen for postings of order and delivery dates at school. After the posted date, graduation caps, gowns, and announcements will be available in the Student Activities Office.

Senior Speech and Commemorative Ceremony
Any senior who would like to be considered to address his/her class at Commencement or be part of the Commemorative Ceremony may apply with the Senior Sponsor.

Senior 2nd Semester Exams
Seniors will be required to take a semester examination in the form of a test, project, or presentation which will occur prior to the last day of school for Seniors.

Obligation and Fines
All book/media, activity, athletic, or class fee obligations and/or fines must be cleared prior to graduation.
Final College Transcripts
Early Spring, our school registrar will be mailing you a questionnaire. This form will authorize NNHS to send your final transcript to the college or university that you will attend in the Fall.

Early Graduation
Any student who makes the choice to graduate early waives his or her opportunity to participate in any athletics that occur after they graduate. These students may come back to the school only to attend Senior Celebration, Senior Breakfast, Exit with Pride, Prom, Commencement, and any other special senior activities.

Junior students who graduate early may not come back the following year to attend any senior activities after they have graduated. This includes Senior Celebration, Senior Breakfast, Exit with Pride, Prom (unless as a guest of a currently enrolled student), or any other special senior activities. In addition, they may not attend any senior class activities during their junior year, nor will they receive any "senior privileges" such as senior parking tags or open campus lunch. The only exception to this policy is their participation in the commencement ceremony at the end of the year.

Senior End of the Year Activities

Senior Celebration:
This is a Senior lock-in requiring tickets and parent permission forms. The school is transformed into a variety of theme areas with fun activities, entertainment, and food.

Prom:
Prom will begin at 5:30 p.m. and conclude at 10:30 p.m. Once you enter, you may not leave; if you do leave, you will not be permitted to return. Tickets for Prom will go on sale during all lunch periods three weeks prior to the event.

Exit with Pride:
This is a fun afternoon filled with many activities brought to you by Student Activities. Seniors will be going to Centennial Beach so they should bring swimsuits and towels. Lunch will be served by your Administration. In the event of lightning, this event will be cancelled.

Commemorative Ceremony:
Seniors, family, and friends are welcome and encouraged to attend. This is an evening of thoughtful reflection with Senior speakers and performers. You must wear your cap and gown for this ceremony with proper graduation attire underneath.

Commencement Rehearsal:
All Seniors are required to be in attendance. Students who fail to attend rehearsal, without previously notifying school administration, will not be permitted to participate in Commencement. Seniors will then attend the All-School Awards Assembly.

All School Awards Assembly:
This assembly will honor our students and their accomplishments. All Seniors will be seated on the floor in the Fieldhouse. Seniors attending this program need to be in proper graduation attire as previously listed.

Senior Brunch:
The Senior Brunch is an optional event. Tickets will be sold prior to the event. Along with breakfast, Seniors will receive their North Star Senior Issue and a Senior Gift. Seniors attending this program need to be in proper graduation attire as previously listed.

All school rules (i.e. no smoking, etc.) are in effect while students are in attendance at all events, including Commencement. Failure to abide by school rules will result in student(s) being removed from event(s) and disciplinary action at school. Seniors participating in "Senior Pranks" or found on campus without purpose will not be allowed to participate in Commencement. If a Senior's behavior warrants an escort from Commencement Activities, an appointment with the Principal will have to be made by that student and his/her parents in order to receive their diploma.
NNHS Learning Commons

Hours: 7:00 a.m. to 4:00 p.m. Monday through Thursday
        7:00 a.m. to 3:30 p.m. Friday

The NNHS Learning Commons is a dynamic environment where a culture of collaboration, communication and creativity is fostered through thoughtful use of learning spaces and literacy growth opportunities. The upper Learning Commons houses our print, audiobook, and DVDs. Students have access to a wide array of subscription databases, ebooks, and other online resources for their research needs. The lower Learning Commons is comprised of a flexible and comfortable open-space environment, a glass-walled collaborative classroom space, five glassed small group meeting rooms called “huddle rooms”, a student run coffee cafe called The Half Caf and our College and Career Center.

Circulation Policy:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Checkout Period</th>
<th>Fine/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>2 weeks/can be renewed</td>
<td>$0.10</td>
</tr>
<tr>
<td>CDs/DVDs</td>
<td>Overnight</td>
<td>$1.00</td>
</tr>
<tr>
<td>Digital Audio Recorder</td>
<td>2 weeks</td>
<td>$1.00</td>
</tr>
<tr>
<td>Digital Camera</td>
<td>1 week</td>
<td>$1.00</td>
</tr>
<tr>
<td>Video Camera</td>
<td>1 week</td>
<td>$1.00</td>
</tr>
<tr>
<td>Tripod</td>
<td>1 week</td>
<td>$1.00</td>
</tr>
<tr>
<td>Green Screen</td>
<td>1 week</td>
<td>$1.00</td>
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<tr>
<td>MP3 Audiobook</td>
<td>2 weeks</td>
<td>$1.00</td>
</tr>
<tr>
<td>Photocopies</td>
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<td>$0.10/page</td>
</tr>
</tbody>
</table>

Learning Commons Staff:

Learning Commons Director  Ms. Vicki Pietrus  630-420-4203
Learning Commons Director  Mr. Mark Skarr    630-420-6510
Assistant                Ms. Vikki Stella   630-420-6511
Assistant                Ms. Carol Naughton  630-420-6506
Assistant                630-420-6510

Note: Half Price Special! You pay just ½ of your fine if you pay on the day you return your overdue book(s). Just bring it to the desk and let us know, and we’ll give you the Half Price Special!

The NNHS Learning Commons has a small supply of markers, colored pencils, glue sticks, tape, scissors, etc. to assist you as you work on your projects. Just ask for any of these at the Circulation Desk.

Be sure to check our Learning Commons Research Links Web Page. These resources include databases, reference sources, and our own Learning Commons catalog which are available 24/7 from school or home. Passwords to these resources are available in the student handbook or may be picked up at the Circulation Desk. These may change during the school year, so be sure to check at the Circulation Desk regularly for the most current listing of passwords to these wonderful resources.

Any of the Learning Commons staff will be happy to help you with whatever question or informational need you have. Please feel free to come to the Circulation Desk at any time and ask for assistance!

NETWORK AND INTERNET ACCESS

Access to Electronic Networks:
Naperville Community Unit School District 203 School Board's goal is to include Electronic Networks, including the Internet, in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost, damaged, or 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.

Electronic Networks includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

Curriculum:
The use of Electronic Networks shall 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. Use shall comply with the selection criteria for instructional materials and the Learning Commons-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use Electronic Networks throughout the curriculum. Electronic Networks are part of the curriculum and are not a public forum for general use.

Acceptable Use:
All use of the District's connection to Electronic Networks must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via or deleted from the district's Electronic Network or district computers. General rules for behavior and communications apply when using the Electronic Networks. The District's acceptable use for Access to Electronic Networks contains examples of the appropriate uses, ethics, and protocol. Electronic communications and downloaded material may be monitored or read by school officials.
Digital Learning Initiative:
NNHS new students will receive a Chromebook. At that time, students will participate in training on Acceptable Use and Digital Citizenship expectations. A link to these policies is on the District 203 website. Chromebooks must be returned by Seniors upon graduation. All students must return Chromebooks when leaving NNHS and/or transferring to another school. The District may recall Chromebooks at any time, from any grade or class, for refresh or replacement. Chromebook collection procedures will be distributed prior to any collection date.

Internet Safety:
The District shall have a filtering device that blocks entry of computers connected to the Internet to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the superintendent or designee. The superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the superintendent or system administrator. The superintendent or designee shall include measures in this policy’s implementation plan to address the following:
1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Limiting unauthorized access, including "hacking" and other unlawful activities; and
3. Limiting unauthorized disclosure, use and dissemination of personal identification information.

The failure of any student to follow the terms of the acceptable use for Access to Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The superintendent or his/her designee is authorized, as he or she determines necessary, to revise the regulations governing the use of electronic networks.
## ALL RESEARCH RESOURCES

<table>
<thead>
<tr>
<th>Database Resources</th>
<th>HOME USE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Database Resources</strong></td>
<td><strong>Username/Password</strong></td>
</tr>
<tr>
<td>AP Images – Photographic images from the Associated Press archives. Download and use for presentations and educational documents.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Biography Reference Center – More than 450,000 biographies, searchable by keyword or by category. Information extensive and complete.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Career Cruising – Find the right career - Includes hundreds of detailed occupations-working conditions, earnings, education, career path, etc.</td>
<td>north203 huskies</td>
</tr>
<tr>
<td>Consumer Reports Online/Health Online - Features ratings and recommendations on products and services - appliances, electronics, and health issues/services/products.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Culturegrams – Country information includes maps, statistics, and in-depth information on stats and countries.</td>
<td>NAPERVILLE D203</td>
</tr>
<tr>
<td>EBSCO – Databases include MAS Ultra (magazines &amp; periodicals), Newspaper Source, Health Source, and the Professional Development Collection and ERIC.</td>
<td>north huskie</td>
</tr>
<tr>
<td>eLibrary – Large general reference collection – Includes multimedia sources, magazines, newspapers, maps.</td>
<td>north huskie</td>
</tr>
<tr>
<td>History Study Center and Proquest Literature.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Encyclopedia of American Studies – History, philosophy, arts, and cultures of the U.S. in relation to the world from pre colonial days to the present.</td>
<td>None needed</td>
</tr>
<tr>
<td>Explora - Provides access to Health Source, MAS Ultra, Biography, Science, and History Reference Collections.</td>
<td>north huskie</td>
</tr>
<tr>
<td>FirstSearch – Full text databases – Medline, Articles1st, WorldCat and others.</td>
<td>100-107-628 nnhs</td>
</tr>
<tr>
<td>Gale Virtual Reference Library – Curriculum focused reference sets in all subject/topic areas.</td>
<td>huskie</td>
</tr>
<tr>
<td>History Study Center - Covers global history from ancient times to the present day. Contents include reference books, essays, journal articles, historical newspaper and magazine articles, maps, rare books, government documents, transcripts of historical speeches, images and video clips.</td>
<td>north huskie</td>
</tr>
<tr>
<td>JSTOR – JSTOR includes more than 2,300 academic journals, dating back to the first volume ever published, along with thousands of monographs and other materials relevant for education. NEW – begins 8/1/2017</td>
<td>north huskie</td>
</tr>
<tr>
<td>Literary Reference Center – Includes information on thousands of authors, biographies, literary criticism, poems, stories and literary reference materials.</td>
<td>north huskie</td>
</tr>
<tr>
<td>MAS Ultra - MAS Ultra contains full text resources from hundreds of magazines covering a wide-range of subject areas including history, science, and careers. In addition, MAS Ultra provides full text articles/documents from thousands of biographies and primary source documents, reference books, and an Image Collection containing photos, maps, and flags.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Military History--Global Chronology of Conflict- From the stand of the Spartans at Thermopylae to the battle of Gettysburg, this work chronicles the history of conflict.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Novelist Plus – Fiction and nonfiction titles based on favorite authors, titles, or description, author read-alikes, articles, lists by genre, award titles, and book guides.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Opposing Viewpoints – Social issues ie. gun control, genetic engineering, terrorism.</td>
<td>huskie</td>
</tr>
<tr>
<td>Oxford English Dictionary -- Master dictionary of the English language.</td>
<td>north huskie</td>
</tr>
<tr>
<td>ProQuest Literature - Provides more than 180,000 full-text works of poetry, prose, and drama from around the world. It also includes secondary sources such as author biographies and multimedia, as well as literary criticisms, essays and reviews.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Salem Health - Salem History - Salem Literature - Salem Musicians – For access from home, click on second tab for Remote Access Login, enter password.</td>
<td>huskie</td>
</tr>
<tr>
<td>Science in Context – Includes hundreds of science topics found in academic journals, news articles, experiments, video/audio files, and approved websites. Updated daily.</td>
<td>huskie</td>
</tr>
<tr>
<td>SIRS Decades – Primary source information about the 20th century by decade includes streaming video, websites, photos, maps and primary source articles.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Teen Health &amp; Wellness - Topics include diseases, drugs, alcohol, nutrition, fitness, mental health, diversity, family life, and more. Curriculum based.</td>
<td>north huskie</td>
</tr>
<tr>
<td>Visual Thesaurus – Interactive dictionary and thesaurus which creates word maps with meanings and branches to related words. Over 145,000 words.</td>
<td><a href="mailto:words@nap.com">words@nap.com</a></td>
</tr>
<tr>
<td>World Book Resource Center Online – General knowledge reference source – great encyclopedia for students</td>
<td>naperville district</td>
</tr>
</tbody>
</table>
Develop a list of words (keywords) for your search. Use a thesaurus to develop a list of keywords or search terms before you even begin your search.

Some engines give more weight to the first keyword in a query. Use the most unique keyword first, or try varying the order of the keywords. Be sure to place more than a single word search in quotes. If you are searching more than one term, connect the terms with the word AND, OR, or NOT. Be certain to capitalize this connecting word, or it will be considered a STOP word in your search, ignoring the AND, OR or NOT altogether. This will create an ineffective search. GOLDEN RULE: AND, OR, NOT IN ALL CAPITAL LETTERS – ALWAYS when used as connecting words. Some examples follow.

<table>
<thead>
<tr>
<th>Type of Search</th>
<th>Keyword or Phrase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyword Search</td>
<td>chocolate</td>
</tr>
<tr>
<td>Phrase Search</td>
<td>“chocolate bar”</td>
</tr>
<tr>
<td>AND Search</td>
<td>chocolate AND mint</td>
</tr>
<tr>
<td>NOT Search</td>
<td>chocolate NOT mint</td>
</tr>
<tr>
<td>OR Search</td>
<td>chocolate OR “chocolate mint”</td>
</tr>
<tr>
<td>Name Search</td>
<td>“Russell Stover” “Stover, Russell”</td>
</tr>
</tbody>
</table>

Do not use a, an, but, for, of, the, etc. in your search. It will save the search engine time hunting if these are removed from your search.

Always check the search engine short cuts provided in either “search tips” or “toolkit” provided in each search tool to see what specific types of searches are preferred before you begin your search.

**Truncation and Wildcard Characters**
Truncation and wildcard characters may also be used in some online databases and search engines or metasearch tools. Check “search tips” or “toolkit” for each to see if the following can also be used.

- The symbol * is used as a right-handed truncation character only; it will find all forms of a word.
  For example, searching for econom* will find “economy”, “economics”, “economical”, etc.

- The symbol ? is used to replace any single character, either inside the word or the right end of the word.
  ? cannot be used to begin a word.
  For example, searching for "wom?n" will find "woman" and "women." Searching for "t?re" will find "tire", "tyre", "tore", etc.
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. Bob Quinn, or the individual Head Coach for information regarding any of the following programs.

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td>Mr. Dan Iverson</td>
<td>Ms. Erin Colletti</td>
</tr>
<tr>
<td>Golf</td>
<td>Ms. Greta Williams</td>
<td>Ms. Sara Galdikas</td>
</tr>
<tr>
<td>Swimming</td>
<td>Mr. Andy McWhirter</td>
<td>Mr. Chris Stanicek</td>
</tr>
<tr>
<td>Tennis</td>
<td>Ms. Heather Henricksen</td>
<td>Basketball</td>
</tr>
</tbody>
</table>
| Volleyball  | Ms. Jen Urban | Bowling | Softball | Healthy Living and Physical Education (
| Boys        | Mr. Tim Brown | Gymnastics | Track | Mr. Jen Baumgartner |
|             | Mr. Sean Drendel | Boys | Water Polo | Mr. Jen Baumgartner |
| Soccer       | Mr. Ryan Hantak | Ms. Jen Baumgartner | Boys | Mr. Jen Baumgartner |


ACTIVITY PROGRAMS AND SPONSORS

Naperville North encourages participation in extra-curricular 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.

HIGH SCHOOL CO-CURRICULAR PARTICIPATION CODE

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.

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, there are other requirements and commitments that are asked of participants. They will be made known to the participants by school staff members and/or school announcements. Where applicable, the District 203 Discipline Policy (See Board Policy 7.190) and Illinois High School Association requirements, as published, must also be met. Parents, as well as sponsors, are expected to be responsible for requiring that their participants adhere to the Code. 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.

Please note: All co-curricular participants and their parents are expected to sign the co-curricular participation code. This is included at registration. Failure to sign the co-curricular participation form does not exclude you from being held accountable for 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.
The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

- Following established requirements.

Participants in co-curricular activities in District 203 will be obligated to observe the District 203 Discipline Policy 7:190, as well as the Rules for Co-Curricular Participation.

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

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 are applied on 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.

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 Discipline Policy 7:190, as well as the following established requirements.

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. 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. Violation of any current city ordinances and State law regarding tobacco. Students under the age of 18 will be referred to the Naperville Police Department for additional intervention.

2. Transfer, sale, possession, purchase, use, or abuse of anabolic steroids unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.

3. Transfer, sale, purchase, possession, use or abuse of a performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.

4. Theft, including taking the property of others without their permission or consent. Possession of stolen items. Possession of tools that are used to gain possession of another person’s property.

5. 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.

6. Actions, including physical assault that threatens the well-being of Board members, District employees, students, volunteers, or other persons.

7. Attending a function where there is illegal consumption of alcohol, use of controlled substances, steroids, or look-alike drugs.

8. Sale, distribution of, or providing location for the consumption of alcohol, steroids, or controlled substances. (On the first offense of the Code, such a violation will carry a 2nd offense consequence. A second offense of either #12 or #13 will carry a 3rd offense consequence.)

9. Suspicion of driving under the influence or impairment of alcohol or controlled substances. For purposes of the Participation Code, a legal finding of driving under the influence is not necessary for a finding of a violation of this paragraph. (The first offense of the Code such a violation will carry a 2nd offense consequence. A second offense of either #12 or #13 will carry a 3rd offense consequence.)

10. Possession or use of any 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.

11. Use, possession, transfer, purchase, sale, or offer for sale, or abuse of, or being impaired by any alcoholic beverage, intoxicant, prescription drug not properly prescribed or used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions, inhalant, narcotic, cannabis, so called “pep pills” or “speed”, tranquilizers, “look-alike” drugs or any other controlled substance, or other illegal substance.

12. Use, possession, or abuse of, or being impaired by a non-prescription drug. Refer to Administering Medication to Students Policy 7.270.

13. Teen dating violence, as described in Board Policy 7:185. Teen dating violence is defined as follows:
   a) A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age, or
   b) Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age.

14. 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. 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.

15. Harassment, which is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, and which includes intimidation, threatening individuals or inciting the participation of others in such behavior through, but not limited to, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication.

16. Damage resulting from misconduct; intentional 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).
17. Maintaining or being identified on a social network site which depicts illegal or inappropriate behavior will be considered a violation of this code.

18. Bullying or Cyberbullying, as defined in Board Policy 7:180:

Bullying includes cyber-bullying 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 reasonable predicted to have the effect of one or more of the following:

a. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;

b. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;

c. Substantially interfering with the student’s or students’ academic performance; or

d. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

19. 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 will be disciplined as a third offense consequence level.

Violations of the above and Board Policy 7:190 are considered together in terms of determining 1st, 2nd, and 3rd offenses, and are cumulative over a student’s high school career.

**DISTRICT 203 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 for these tables.) Possible requirement for appropriate follow up, such as mediation or meeting with the counselor.

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. The participant may be required to practice with his/her team during this period of suspension.

**Self Admission:** Self-admission of any behavior that could be construed as a violation of the Code without the knowledge of 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 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 his/her activity during this period of suspension. (Please refer to Adm. Reg. 7.240 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 at the second step, 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 will be required of all 2nd 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. 2nd offense consequences may be reduced to
1st 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 at step 3 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 has occurred, the parents of the student involved will be notified orally or in writing. The parents have a right to have the decision reviewed by the high school principal, whose determination is final.


CROSS REF.: 6:190 (extracurricular and co-curricular), 7:185 Teen Dating Violence, 7:190 (student discipline)

ADOPTED: October 7, 1996

Revised: April 19, 2010
Reviewed: April 18, 2011
Revised: April 16, 2012
Revised: April 15, 2013
Revised: April 21, 2014
Revised: April 20, 2015
Reviewed: May 16, 2016
Revised: May 17, 2017
Revised: April 23, 2018
Revised: April 22, 2019
### TABLE I – ATHLETICS

<table>
<thead>
<tr>
<th>SPORT</th>
<th>1st Offense Contest Suspensions (1)</th>
<th>2nd Offense Contest Suspensions (2)</th>
<th>Maximum Number of Contests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Baseball</td>
<td>8</td>
<td>16</td>
<td>32</td>
</tr>
<tr>
<td>Boys Basketball</td>
<td>5</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Boys Bowling</td>
<td>6</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Boys Cross-Country</td>
<td>4</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Boys Football</td>
<td>2</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Boys Golf</td>
<td>4</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Boys Gymnastics</td>
<td>3</td>
<td>7</td>
<td>15</td>
</tr>
<tr>
<td>Boys Lacrosse</td>
<td>4</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>Boys Soccer</td>
<td>6</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Boys Swimming</td>
<td>4</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>Boys Tennis</td>
<td>5</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Boys Track</td>
<td>5</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Boys Volleyball</td>
<td>5</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Boys Water Polo</td>
<td>7</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Boys Wrestling</td>
<td>5</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Girls Badminton</td>
<td>4</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Girls Basketball</td>
<td>5</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Girls Bowling</td>
<td>6</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Girls Cross Country</td>
<td>4</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Girls Field Hockey</td>
<td>5</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Girls Golf</td>
<td>4</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>Girls Gymnastics</td>
<td>3</td>
<td>7</td>
<td>15</td>
</tr>
<tr>
<td>Girls Lacrosse</td>
<td>4</td>
<td>9</td>
<td>19</td>
</tr>
<tr>
<td>Girls Soccer</td>
<td>6</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Girls Softball</td>
<td>8</td>
<td>16</td>
<td>32</td>
</tr>
<tr>
<td>Girls Swimming</td>
<td>4</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td>5</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Girls Track</td>
<td>5</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>5</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Girls Water Polo</td>
<td>7</td>
<td>15</td>
<td>30</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>1st OFFENSE SUSPENSION (1)</th>
<th>2nd OFFENSE SUSPENSION (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Boards/NN (All levels)</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Class Councils/NC (All levels)</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Foreign Language Clubs</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Intramurals</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Horticulture Club</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Pep Club</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Tech Crew</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Theatre/Drama Club</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Investment Club</td>
<td>5 Weeks</td>
<td>10 Weeks</td>
</tr>
</tbody>
</table>

**VIOLATION PENALTY FRAMEWORK: CONTEST/PERFORMANCE**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading per season</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Chess Club</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Debate</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Flag Corps per season</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Orchesis</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Dance Team per season</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Step Team</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>2</td>
<td>4 or 1 tournament</td>
</tr>
<tr>
<td>Multicultural Club</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Robotics Team</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Scholastic Bowl</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Speech Team</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>WYSE/JETS</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Dance Club</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Chamber Choir</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>eSports</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Jazz Choir</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Show Choir</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Musical</td>
<td>1 performance</td>
<td>2 (performances)</td>
</tr>
<tr>
<td>Plays</td>
<td>1 performance</td>
<td>2 (performances)</td>
</tr>
<tr>
<td>Marching Band</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Jazz Band Combos</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Pep Band</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Jazz Combos</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Small Instrumental</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Ensembles</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Orchestra</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Madrigals</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Bass Fishing</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>ACTIVITY</td>
<td>1st OFFENSE SUSPENSION (1)</td>
<td>2nd OFFENSE SUSPENSION (2)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Band Activities</td>
<td>9 Week Restriction from Feature Soloist, Section leader, Ensemble participant, Field Officer, Band Advisory Council</td>
<td>18 Week Restriction from: (Same as first offense)</td>
</tr>
<tr>
<td>Math Team Fall Season</td>
<td>North Suburban Math League may not practice or compete next NSML contest including conference final meets.</td>
<td>May not practice or compete in the next 2 NSML contests, including conference and DVC if occurs after meet 4</td>
</tr>
<tr>
<td>Spring Season:</td>
<td>DVC and State Math Team loss of two weeks practice, and 1 meet from NSML conference meet 5, DVC conference meet, ICTM/REG ICTM/State</td>
<td>Loss of 4 weeks and 2 meets</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Official notice of 9 week probation</td>
<td>Removal from the organization</td>
</tr>
<tr>
<td>Newspaper</td>
<td>4 week restriction from: Workshops, scheduled social activity. No voice at meeting. Additional office assignment may also assigned.</td>
<td>9 week restriction: all 1st offense plus convention, loss of editor/leadership role</td>
</tr>
<tr>
<td>Yearbook</td>
<td>4 week restriction from: Workshops, scheduled social activity. No voice at meeting. Additional office assignment may also assigned.</td>
<td>9 week restriction from: all first offense plus loss of editor/leadership role</td>
</tr>
<tr>
<td>Youth &amp; Government Legislative</td>
<td>Loss of Pre-Legislative I or Pre-Legislative II Assembly</td>
<td>Loss of Springfield</td>
</tr>
<tr>
<td>Student Government/NN Student Advisory Council/NC</td>
<td>5 week suspension from all related activities</td>
<td>9 week suspension from all related activities</td>
</tr>
<tr>
<td>Broadcast Club</td>
<td>5 week suspension from all related activities</td>
<td>9 week suspension from all related activities</td>
</tr>
<tr>
<td>Link Crew/Crew 2</td>
<td>2 week suspension from all related activities &amp; removal of executive leadership role</td>
<td>Removal from program</td>
</tr>
<tr>
<td>Service Club</td>
<td>5 week suspension from all related activities</td>
<td>9 week suspension from all related activities</td>
</tr>
<tr>
<td>Model UN</td>
<td>Suspension from next conference and removal from board position</td>
<td>Suspension from next 2 conferences.</td>
</tr>
<tr>
<td>DECA, BPA, FFA</td>
<td>Suspension from next conference and removal from board position</td>
<td>Suspension from next 2 conferences.</td>
</tr>
<tr>
<td>JSA</td>
<td>5 week suspension from all activities and loss of one mini-conference. Removal from board position.</td>
<td>9 week suspension from all related activities and loss of DC Conference or equivalent.</td>
</tr>
</tbody>
</table>

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.
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 (IHSAA)

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**
   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:
   A. 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
   B. 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
   C. 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
   D. 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
E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed
D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA

4. Transfer
A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you
transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you
start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which
you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in
a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which
you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term
at the new school.
C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
   1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court
      appointed guardian from one public school district to a different public school district;
   2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent
      or court appointed guardian change residence to the district attendance area for the school to which you transfer;
   3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or
      other change in legal custody between your parents by action of a judge; and required court documents are on file at
      the school into which you transfer;
D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA
   Office.
E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed
   prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at
   the school to which you transfer, even if you are otherwise in compliance with the by-laws.
F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive
   Director.
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 395
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
S

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:
1. 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.
2. 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 Athletic Eligibility

NNHS students interested in qualifying as a prospective college student-athlete need to understand the Division I & II eligibility
requirements and register with the Clearinghouse. Therefore, those students are advised of the following:

It is very important that the student and his/her parent view, read, and review the NCAA Clearinghouse website for complete and
accurate information. Viewing, reading, and reviewing the NCAA Clearinghouse website is especially important for our athletic students
and their parents. NCAA is the sole arbitrator of its rules and regulations. Any interpretation or questioning of the NCAA rules lies solely
within the domain of the NCAA.

The website is www.ncaaclearinghouse.net. 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:

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied; and
4. 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!
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 the main office and is staffed during the school day by a health technician who is certified in First Aid and CPR/AED. A certified school nurse is at the school and/or available on an on-call basis. 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. Junior high schools require 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, 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.

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 occurs in your child's class.

All forms used by the District health offices are available online at the District website or in the health office.

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 Technician who will in turn notify the P.E. teacher (and classroom teacher in elementary schools). Any situations needing exclusion for P.E. past three days requires a physician's evaluation/note of excusal.

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 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.

If you are not sure about whether to send your child to school, call or visit your child's physician. Parent will be called if students display any of the symptoms listed above. Any child leaving school during school hours must be signed out at the office by the adult assuming responsibility for that child.

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. Please be certain that we have at least two emergency numbers to call in case we can’t reach either parent. Please do not give a person's name and number as the emergency contact who is gone during the same hours you are away from home (i.e. bridge groups, bowling teams, tennis, etc.). Please 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. Emergency information is used by staff in case of illness or accident.

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.

**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 helps insure the safety of all of our children.

**STUDENT MEDICATIONS**

**Board of Education**

Naperville Community School District 203
Naperville, Illinois Policy #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” 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed a “School Medication Authorization Form.” The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.
Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

**Administrative Procedures - Concussion Management**

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.

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Parent or Guardian</td>
<td>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.</td>
</tr>
<tr>
<td>B. School Nurse</td>
<td>1. Communicates with family and, if appropriate, with doctor who treated student, to fully assess student's condition;</td>
</tr>
<tr>
<td></td>
<td>2. Meets with student upon student's return to school;</td>
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<tr>
<td></td>
<td>3. Assesses student's medical needs in school context;</td>
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<td></td>
<td>4. Collaborates with Counselor (secondary) or designated staff (elementary) to communicate relevant information.</td>
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<tr>
<td>C. Counselor (or designated staff)</td>
<td>1. Collaborates with School Nurse to jointly assess student's academic needs and jointly formulate accommodations for student, as appropriate.</td>
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<tr>
<td></td>
<td>2. Distributes in writing accommodations to student's teachers and parents.</td>
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<tr>
<td>D. Teachers</td>
<td>1. May seek clarification from School Nurse or Counselor (or designated staff).</td>
</tr>
<tr>
<td></td>
<td>2. Institutes accommodations as directed.</td>
</tr>
<tr>
<td>E. School Nurse &amp; Counselor (or designated staff)</td>
<td>1. Assess student's progress;</td>
</tr>
<tr>
<td></td>
<td>2. Re-assess accommodations, with additional input from licensed medical doctor of student, if appropriate;</td>
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<tr>
<td></td>
<td>3. Communicate to teachers any updates to accommodations and/or suspension of accommodations, as appropriate.</td>
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</tbody>
</table>

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

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.

Each student is assigned a counselor 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, scheduling, 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 SS Office (A-Fak) 630-420-6505, (Fal-Lez) 630-420-6502, (Lf-Roa) 630-420-6503, (Rob-Z) 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 to do. 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 Instruction Coordinator of Student Services, Ms. Pyzik.

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 in to 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, he or she will not be allowed to move on in mathematics for the entire school year. Additionally, a student’s credits and future placement in other content areas are impacted by this option;
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 in to 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 or available in paper form from your counselor) 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 the NNHS Student Handbook with respect to attendance guidelines.

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 assigned freshmen to alpha-based Link classrooms and lunches so that they can spend time with their counselors and learn about our school. 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 the literacy center, go to the learning commons, or find a new group of seniors going off-campus. 1,000 students in each lunch period ... you will be able to find someone as "cool as you!" Have a great semester!

If you have a specific, medical issue that requires 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.

Students who are requiring a lunch time change due to needs of faith are asked to provide a letter from a clergyman explaining the situation. Again, the change is not guaranteed; we will consider the school's ability to provide reasonable accommodations for personal needs first, irrespective of assigned lunch period.

**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 and Naperville Central High Schools have published the following policy on teacher changes:

*Naperville North and Naperville Central are 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 schools. 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 and NCHS 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.

**Career and College Center**

The Career and College Center houses many college catalogs and college/career planning guides. It also hosts college visits where students can meet with representatives from the schools they are considering. Students are also encouraged to use the Naviance and Career Cruising software which enables them to take inventories of their values, interests, and abilities, and explore the nature of various careers. A full time assistant is available to aid students in using the college and career resources.

**SchoolLinks**

This program is a modern AI powered 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. For the 2019-2020 school year, Freshmen & Sophomores will be piloting the SchoolLinks program.

**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.

Offerings and services include the following:

1. Resource Learning Disability
2. Self-contained Learning Disability
3. Resource Behavioral Disorder
4. Orthopedic
5. Developmental Learning Program
6. Hearing Impaired
7. Visually Impaired

**Work Permits**

Work permits are available in the SS Office during the school day or during the summer. The student’s parent or the student and parent must pick up an employer statement form as the first step. This form is to be completed and signed by the employer and returned by the student to the Student Services Office along with the student’s birth certificate. Specifics regarding eligibility for a work permit are available in the SS Office.