

# **GLENBARD NORTH PANTHERS**



## **GLENBARD NORTH HIGH SCHOOL**

**2024-2025**

### **Student Handbook**

Glenbard North High School  
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Carol Stream, IL 60188  
Telephone (630) 653-7000  
Fax (630) 653-7259  
[www.glenbardnorthhs.org](http://www.glenbardnorthhs.org)

Glenbard District Office  
596 Crescent Blvd.  
Glen Ellyn, IL 60137  
Telephone (630) 469-9100  
Fax (630) 469-9107  
[www.glenbard87.org](http://www.glenbard87.org)

#### **SCHOOL ADMINISTRATION**

<b>Dr. David Larson</b>	<b>Superintendent</b>
<b>Dr. John Mensik</b>	<b>Principal</b>
<b>Ms. Erika Willis</b>	<b>Assistant Principal, Student Services</b>
<b>Ms. Michele Hawbaker</b>	<b>Assistant Principal, Instruction</b>
<b>Mr. Eric Johansen</b>	<b>Assistant Principal, Operations</b>
<b>Mr. Matthew Bowser</b>	<b>Assistant Principal, Athletics</b>
<b>Ms. Labrina Bone</b>	<b>Dean of Students</b>
<b>Ms. Deborah Stack</b>	<b>Dean of Students</b>
<b>Ms. Brooke Thayer</b>	<b>Dean of Students</b>
<b>Mr. Robert Kichka</b>	<b>Dean of Students</b>

#### **BOARD OF EDUCATION**

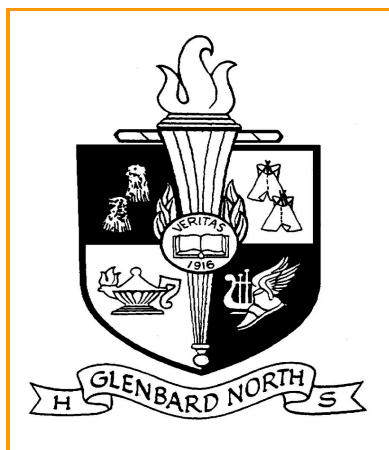
**Ms. Margaret DeLaRosa, President**  
**Mr. Robert Friend**  
**Mr. Kermit Eby**  
**Ms. Martha Mueller**  
**Ms. Rosemarie Montanez**  
**Ms. Hetal Lee**  
**Mr. James Shannon**

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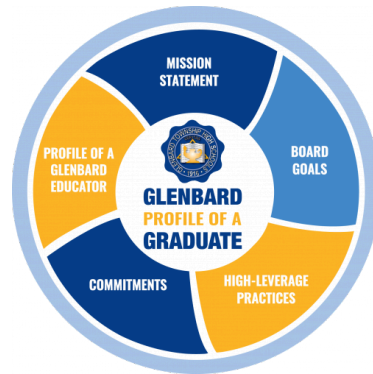
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## **Glenbard Township High School District 87 Strategic Plan**

**Mission:** We inspire and empower each student to become a critical thinker who engages as a global citizen.



### **Beliefs and Convictions:**

1. We are committed to ensuring a **course sequence** that prepares students for college, the global workforce and personal success, regardless of their academic preparedness upon entering 9th grade.
2. We are committed to **closing achievement gaps** with all of our students.
3. We are committed to **encouraging all students to “level up”** to more challenging coursework in an area of interest. This commitment is informed by the research that shows abilities, including intelligence, are not fixed but rather grow with dedication and hard work (growth mindset).
4. We are committed to deploying **evidence-based instructional practices** that develop students’ knowledge and skills in order to succeed after high school. We commit to:
  - Meet the **demands of state and national standards** for critical reasoning, creative thinking, and rigorous reading/writing,
  - Accelerate struggling students through the **classroom intervention process**,
  - Apply **formative assessment practices** that engage and motivate students in the learning process,
  - Foster independent, creative and **self-directed learning** and
  - Leverage instructional **technology** as a tool.
5. We are committed to improving student success through developing and deploying **practices for both academic proficiency and Social-Emotional Learning**.
6. We are committed to providing opportunities that encourage students **to explore areas of interest** beyond the four core subjects.
7. We are committed to fostering an inviting culture that engages students in an **array of extracurricular opportunities** that reflect the interests of students from diverse backgrounds.
8. We are committed to **building a staff that reflects the diversity** of our student body and our community.
9. We are committed to investing in resources and programs that support the educational success of our students while **maintaining fiscal responsibility**.

## A Glenbard Graduate

### **Is Self-Empowered**

- Practices responsible decision-making and considers impact on others
- Creates, monitors, and reflects upon ambitious and realistic goals
- Builds and sustains strong, healthy relationships
- Advocates for self and others in a socially responsible, empathetic manner
- Employs a growth mindset that includes self-regulation, motivation, and resiliency

### **Communicates**

- Demonstrates and works to develop an understanding of audience and self
- Adapts message, style, and tone to the chosen medium, audience, and purpose
- Utilizes clear, concise, and effective oral and written communication
- Listens actively and responds with empathy and respect
- Initiates and sustains meaningful conversation in a variety of settings

### **Thinks Critically**

- Leverages curiosity to identify problems and take intellectual risks
- Examines and challenges assumptions, making decisions based on evidence
- Reasons effectively to make logical judgments and explanations
- Develops a variety of solutions and arguments to authentic problems
- Questions one's own thinking, reasoning, and beliefs

### **Embraces Diversity**

- Intentionally develops and shares identities and intersectionality of self
- Respects diverse backgrounds and seeks varied points of view to deepen understanding
- Creates community through mutual respect
- Understands own biases and reflects on them regularly
- Actively works to develop empathy for others
- Finds opportunities to embrace and affirm one's authentic self

### **Creates**

- Solves real problems that are passion and purpose-driven, in local community and around the world
- Generates original ideas, solutions, and products in imaginative ways
- Open and responsive to new ideas and perspectives
- Extracts learning from failure to move ideas forward
- Reflects meaningfully on feedback while able to set aside personal biases.
- Novel use and application of prior knowledge

### **Collaborates**

- Inspires and motivates others toward a common purpose
- Takes responsibility for self and team through shared, focused leadership
- Receives provides and learns from constructive feedback
- Values and understands mutual accountability to the mission
- Optimizes digital tools to learn and grow with others
- Is generous in sharing ideas with others



**GLENBARD  
PROFILE OF A  
GRADUATE**



## PBIS and SEL at Glenbard North High School

**Positive Behavioral Interventions and Supports (PBIS)** is a proactive approach that schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. At its heart, PBIS calls on schools to teach students positive behavior strategies, just as they would teach about any other subject—like reading or math. By having clear expectations and teaching our students positive behavior, we help to create an environment where students feel safe and teaching and learning continue without interruption.

**Social and Emotional Learning (SEL)** is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. The SEL Competencies are embedded throughout our curriculum and daily practices as they are essential tools in the development of fully functioning human beings that engage positively in school and in life..



## **DEPARTMENT CHAIRS**

Applied Arts	Mr. Adam Butcher
English	Ms. Laura Payton
Fine Arts	Mr. Nathan King
Mathematics	Mr. Ryan Hall
Physical Education/Driver Education/Health	Mr. Gary Heilers
School Counseling	Ms. Colleen Joyce-Guzman
Science/Industrial Technology	Mr. Eric Day
Social Studies	Mr. Kevin Coon
Special Education	Mr. Kent Giardini
World Languages	Ms. Tracy Balhan

## **WHOM TO SEE FOR WHAT**

Often students and parents do not know whom to see in school for specific information. Here is a handy reference:

Academic Issues	School Counselor
Athletics	Mr. Bowser
AP Tests	Ms. Hawbaker/School Counselor
Attendance Issues	Deans' Office
Books and Supplies	Book Store
Bus Information and Issues	Mr. Johansen
Driver Education Information	Mr. Heilers
Free Lunch Program	Ms. Willis
Guest Pass for Social Event	Deans' Office
Homeless – McKinney-Vento Act	Ms. Willis
IPAD Issues	Tech Help Desk
Locker Jam	Deans' Office
Lost and Found	Deans' Office
Medical Issues	Nurses' Office
Parking	Deans' Office
Physical/P. E. Excuses	Nurses' Office
Replacement of ID Card	Deans' Office
School Fees	Ms. Willis
Sexual Harassment	Ms. Willis
Student Clubs and Activities	Mr. Erday
Student Rights/Freedoms	Ms. Willis
Summer School	School Counselor
Theft	Deans' Office
Title IX	Principal/Athletic Office
Transcripts	Registrar/School Counselor
Work Permit	Registrar/School Counselor



## **GENERAL INFORMATION**

### **BELL SCHEDULES**

Click [HERE](#) to view our Bell Schedules

### **BOOKSTORE**

The Bookstore is open in the morning from 7:35 a.m. to 7:55 a.m., during the second half of all lunch periods, and after school from 3:00 pm – 3:30 pm. This is where you go to purchase PE uniforms and locks.

Although most textbooks are digital, students may still receive certain hardcover textbooks. These books are now processed through the library. These books are barcoded with a unique number that will identify each book. Students are required to take care of the textbooks. If a book is lost or destroyed, the family will be required to pay the replacement cost of the textbook.

### **BULLETINS**

The Daily Bulletin will be published each school day and sent via Gmail. All bulletins must be received in the Main Office no later than 3:15 p.m. the day prior. Athletic team results may be turned in prior to 8:00 a.m. that day.

### **CAFETERIA**

The Glenbard North Cafeteria is operated by Organic Life and provides a variety of items ranging from hot and cold breakfast and lunches, to beverages and snacks for students. **Students are not permitted to order and have food delivered from an outside vendor.** Every student is assigned a lunch period daily and should take advantage of the services offered in the building. In order to promote cleanliness and efficient food service, students are expected to observe the following rules:

- All students must scan their ID's when purchasing food or drink in the cafeteria.
- PICK UP ALL LITTER AFTER EATING AND DISPOSE OF IT IN TRASH CANS
- Carefully clean up spilled food and/or broken utensils. The custodian will provide brushes, mops and dustpans as needed.
- Because classes are in session, students from the cafeteria may use only the washrooms located in the 1400 hallway until 5 minutes prior to the end of the lunch period.
- Students must arrive to lunch on time.

#### **Cafeteria Prepayment**

After July 1, 2024, we encourage you to visit [www.pushcoin.com](http://www.pushcoin.com) to sign up for the prepayment option with their easy-to-use system.

#### **End of School Year Balances**

Money remaining in a student's account at the end of the year will remain in the account, to be used the following school year. If requested in writing by a parent, account balances for graduating seniors or students moving out of the District can be transferred to other family members, or if more than \$10.00, refunded at the end of the school year. All refunds must be requested in writing by a parent or guardian. Refund checks will be mailed to parents. No cash refunds will be issued. Students should spend balances of less than \$10.00 since no refund will be issued for this amount or less.

### **FERPA NOTICE**

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

The federal *Family Educational Rights and Privacy Act* (FERPA) [20 U.S.C. § 1232g; 34 CFR Part 99] and the *Illinois School Student Records Act* (ISSRA) [105 ILCS 10/1 et. seq.; 23 Ill. Adm. Code § 375] afford parents and students certain rights with respect to school records.

### **PANTHER HOUR**

The Panther Hour offers opportunities for students to seek academic support as well as connect with a trusted adult in an advisory setting. Panther Hour will take place during the school day between 2nd and 3rd period on Mondays and Fridays. Please see [BELL SCHEDULE 2024-2025](#). The Panther Hour shall consist of two components: Homeroom and Support Days. **HOMEROOM** will provide an **opportunity for students to grow and learn the procedures of our high schools.**

Activities will include drills, uniform lessons, surveys, etc. Students will be assigned Homeroom staff member(s) and room. The Homeroom staff member(s) will remain the same throughout the school year. **SUPPORT DAYS** will provide the option for students to meet with their own teachers during the school day to receive assistance in their classes. **Support periods are primarily a time for students to interact with teachers.** Students are empowered to choose which support period they would like to attend by selecting their preferred support day location. Staff members will be able to assign students to attend their support period which will override the student selection. **\*Attendance is required during Glenbard Hour for both Homeroom and Support Days. Staff members will take attendance during these periods.**

### COLLABORATION TIME

All students will be assigned **one lunch period during 4th, 5th, and 6th period** for Monday, Tuesday and Friday. On Wednesday and Thursday, which are the block schedule days, lunch will be built into the 7th and 8th period blocks. On Wednesday and Thursday, during the assigned lunch period from the rest of the week (4th, 5th, and 6th periods), the students will be assigned to a Collaboration Period, which will serve as a study hall period for students on these days.

- The 5th period Collaboration time is the last period on Wednesday from 1:30-3:00 pm.
- The 4th period Collaboration time is the first period on Thursday from 8:00 -9:30 am.
- The 6th period Collaboration time is the last period on Thursday from 1:30 - 3:00 pm.

**Glenbard Bell Schedule 2024-25, with A-B-C Lunch times**

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
PERIOD	LENGTH	PERIOD	LENGTH	PERIOD	LENGTH	PERIOD	LENGTH	PERIOD	LENGTH
1	8:00 - 8:43	1	8:00 - 8:43	1	8:00 - 9:30	4	8:00 - 9:30	1	8:00 - 8:43
2	8:48 - 9:31	2	8:48 - 9:31	3	9:35 - 11:05	2	9:35 - 11:05	2	8:48 - 9:31
GLENBARD HOUR	9:34 - 10:14	3	9:36 - 10:19	7	11:10-11:55 11:12-11:55 11:10:1:25 (includes lunch in A, B or C)	8	11:10-11:55 11:10:1:25 (includes lunch in A, B or C)	GLENBARD HOUR	9:34 - 10:14
3	10:17 - 11:00	4	10:24 - 11:07	5	1:30 - 3:00	6	1:30 - 3:00	3	10:17 - 11:00
4	11:05 - 11:48	5	11:12 - 11:55	8	EARLY RELEASE/PLC 2:23 - 3:05			4	11:05 - 11:48
5	11:53 - 12:36	6	12:00 - 12:43					5	11:53 - 12:36
6	12:41 - 1:24	7	12:48 - 1:31					6	12:41 - 1:24
7	1:29 - 2:12	8	1:36 - 2:19					7	1:29 - 2:12
8	2:17 - 3:00							8	2:17 - 3:00

All **juniors and seniors** can earn the privilege of off-campus for Collaboration Time period during 4th, 5th or 6th period if approved by parent/guardian in Powerschool. At any time this privilege could be reconsidered and revoked due to academic, attendance or behavior concerns. ***The student must show responsibility in meeting academic expectations, demonstrates positive school community expectations, and exhibits good decision-making skills.*** Students with this privilege are always welcome to choose to attend school during their Collaboration Time. They will need to check into the designated location. This permission can be changed by the parent at a later date during the school year. If a parent grants permission during registration, then wishes to revoke that permission they should contact their student’s dean.

### LOCKERS- \*New for 2024-2025\*

In recent years, many students at Glenbard North do not use their lockers. Students will be given the opportunity to “opt in” for use of a locker during our back to school days. Students who initially did not “opt in” for a locker can contact their dean and receive a locker assignment anytime during the school year. Gym lockers will be assigned by the physical education teachers, and athletic lockers will be assigned by the coaches. Physical Education students, athletes, and band members will purchase a lock from the bookstore for their use.

THE SCHOOL DOES WHAT IT CAN TO SAFEGUARD STUDENTS AGAINST THEFT, HOWEVER, **THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR LOSSES.** STUDENTS ARE URGED NOT TO KEEP VALUABLES OR MONEY IN THEIR LOCKER AND TO KEEP THEIR LOCKER LOCKED. SCHOOL AUTHORITIES RESERVE THE RIGHT TO OPEN AND EXAMINE THE CONTENTS OF ANY LOCKER AT ANY TIME.

Students will not write on, deface or vandalize their locker in any way. Furthermore, students may not share individual lockers or their combinations with other students. If a locker does not work properly, the students should report this to the Deans’ Office. The Administration may inspect and search student lockers without notice to, or the consent of, the student. Additionally, these searches may also include the desks, parking lots, and other school property and equipment, as well as personal effects left in these places. The student has no reasonable expectation of privacy in the above-mentioned places and areas, or in their personal effects left in these areas.

## INSURANCE

District 87 provides 'school time' accident insurance protection for your student as part of its current insurance program. 'School time' includes the school day while your student is attending academic school sessions and up to one hour before and one hour after regular classes. Your student is protected during school-sponsored activities as well, which further includes travel directly or indirectly and uninterrupted to and from such school activity. Note: This coverage does not include interscholastic tackle football. Optional coverage can be purchased for two programs: 24-Hour Optional Coverage and Grade 9-12 Interscholastic Tackle Football. Insurance brochures will be available during BACK-TO-SCHOOL WEEK or by calling the school. Benefits are secondary to all other collectible insurance policies. Accidents or injuries must be reported to the appropriate teacher, coach, trainer, or nurse as soon as possible. Accidents that are not reported within 30 days of the accident will not be covered by the insurance carrier. Medical insurance is the responsibility of the parents. This insurance program is for 'school-time' accidents only.

## LOST AND FOUND

A student who finds any lost article in the school or on campus should take it to the Deans' Office where the owner can claim it. Articles such as athletic equipment, which are found in either the gyms or in any of the locker rooms, should be turned in to the Physical Education teachers.

## PANDEMIC PREPAREDNESS

In the event of a disease outbreak, epidemic, or pandemic, emergency school closings may be necessary at the direction of state/local health officials or the Illinois State Board of Education (ISBE). During extended school closures, the District will implement a remote learning program consistent with ISBE guidance. Parents and guardians will be required to perform daily temperature checks and health screenings for their child(ren) before school and report this information to school staff members. School personnel may perform temperature checks and health screenings for students at school as necessary at the sole discretion of school personnel. If a student has a fever higher than 100.4 degrees Fahrenheit or exhibits any other sign of illness while at school, the student must be picked up from school immediately and will be excluded from school for a period of time determined in consultation with ISBE and the Illinois Department of Public Health. Visitors will not be allowed to enter school buildings except in exigent circumstances. In no case will a visitor be allowed to enter a school building when exhibiting signs of illness, as determined at the sole discretion of school personnel. Students and adults present at school must wear fitted face masks covering their nose/mouth at all times, including on school buses. If a student refuses to wear a mask or otherwise engages in conduct that compromises the safety of others, his/her parents will be notified and disciplinary interventions may result, including possible expulsion from school. During this unique time, the school will implement behavior expectations for students to ensure the ongoing health and safety of all individuals on and off our school campus.

## PHOTOGRAPHS AND IMAGES OF STUDENTS

Glenbard District 87 reserves the right to use images, photographs, or likenesses of students, while engaged in school activities, in digital, video, or printed form and to allow the media into the school to cover non-public events, accomplishments, and news stories and to use images, photographs or likenesses of students, in electronic, video or printed form.

Unless parent or guardian requests in writing to the Assistant Principal for Student Services within the first 30 days of school that identifiable images of his or her child not be used, Glenbard has the right to participate in publicity actions as stated above.

*Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes examples such as information/photographs for the yearbook, award listings such as honor roll, and classroom projects highlighted in digital and print form.*

## STUDENT PRAYER (See Board Policy [6:255](#) and [7:130](#))

We acknowledge that students are often required to engage in required prayer during the traditional school day. In order to support our students, we want to collaborate with parents/guardians and students to proactively schedule non-instructional options for those students who plan to attend required prayer. **Please note that this is dependent on the courses your student is enrolled in and a non-instructional option is not always guaranteed.** Examples of non-instructional options include lunch periods, study halls and office aides. Please contact your student's school counselor if you would like to place a non-instructional option to accommodate prayer time in your student's schedule for the 2024-2025 school year.

## **RECORDING LESSONS/LIVE STREAM**

Teachers and staff may video/audio record lessons for students to access either synchronously (in real-time) or asynchronously (for review at a later time) for use on the remote learning platform. Recordings will be maintained for a short period of time and will be deleted within 12 months. District staff will take reasonable steps to monitor the confidentiality of any personally identifiable student information exchanged on the remote learning platform consistent with state and federal laws. However, the School District cannot control or guarantee the confidentiality of student communications on a remote learning platform.

## **SCHOOLGY**

Schoology is an online learning, classroom management, and social networking platform intended to improve learning through better communication, collaboration, and increased access to the curriculum and supplemental content. Glenbard North considers Schoology an extension of the classroom and provides secure access to the system only to students currently enrolled in courses utilizing the LMS platform. Students are expected to communicate in a professional manner with faculty, colleagues, and other staff members on Schoology. Students are encouraged to be conscientious of everything posted to Schoology. Any materials deemed foul, offensive, or inappropriate are strictly prohibited. Offending students will be subject to consequences as outlined in the Student Handbook.

## **STUDENT GRADES/PERFORMANCE**

Your student's progress can be reviewed online through PowerSchool. Grades are posted by your student's teacher for homework, quizzes, tests, etc. A semester grade shall be issued at the end of each semester and entered in the student's permanent record. The semester grade shall represent a weighted composite of the coursework throughout the semester and a final examination. The final examination shall make up no more than 20% of the semester grade.

## **STUDENT RESIDENCY**

Under Illinois law, only students who are residents of the Glenbard School District may be admitted to a Glenbard High School on a tuition-free basis. Students who are not residents of the school district may be admitted if approved by the Superintendent and must pay tuition. The only exceptions are that: (1) students in certain exchange programs may attend tuition-free; and (2) an enrolled resident student who becomes a non-resident during the school term may continue to attend tuition-free until the end of the regular school term in June.

Generally, only students who live in the school district with their custodial parent or guardian will be regarded as residents. (1) new enrollees; (2) students who do not live in the school district with their custodial parent or guardian; and (3) students/parents or guardians in unusual residency situations may be required to complete a residency form, provide documents to establish residency and go through a residency review process. Students who are deemed not to be residents may be denied enrollment or removed from enrollment and subject to payment of tuition. Anyone who misrepresents facts in relation to the residency of a student may be subject to criminal and civil legal proceedings.

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

## **STUDENT SUPPORTS**

Student Intervention Programs are offered during student lunch hours and after school. Programs are designed to assist students who are struggling in classes and have been identified by teachers as students who may benefit from additional assistance.

### **AP CAFE**

The AP Cafe is located in Room 1414. Students can meet in a supervised area during lunch hours to hold study groups and help prepare for AP exams.

### **GOALS PROGRAM**

The program is designed as a lunchtime intervention for freshmen students who are not completing assignments. The GOALS Program is based on the idea that schoolwork is not optional for students and is critical to their success in school.

## **PANTHER HOUR**

Panther Hour is a twice-a-week, forty minute block of time built into the schedule. Support days make up two-thirds of our Panther Hour calendar and will provide students with the opportunity to meet with teachers during the school day to receive assistance in their classes. Students can use the Panther Hour App to schedule their locations for upcoming Support days.

## **STRIVE - SUCCESS THROUGH REACHING INDIVIDUAL EXPECTATIONS**

This is an after-school program designed to provide a structured environment where students can complete homework assignments, write papers, study for tests, and receive academic support and/or tutoring as needed. The mission of STRIVE is to improve academic achievement for students who have failed or are in danger of failing courses and promote individual responsibility.

## **THE QUAD**

The Quad provides students with peer tutoring to assist them in mathematics. Students may visit The Quad during their lunch hour to ask for homework help or to review concepts prior to completing a test or quiz retake. The Quad is located in Room 1410.

## **THE WRITE PLACE**

The Write Place offers student-centered writing support for the entire Glenbard North student body, regardless of grade or course. Working one-on-one with student clients, tutors will collaborate with and coach their peers by offering constructive feedback and strategies to help clients improve on every stage of writing. The Write Place tutors will assist in all stages of the writing process, from brainstorming to revising, as well as help with specific skill-based concerns such as: Developing sophisticated claims, deepening your analyses, improving sentence structure and variety, incorporating and citing sources, writing with clarity, and detecting and repairing grammar and use errors. Students may visit The Write Place during their lunch hour. The Write Place is located in Room 1406.

## **SELECTIVE SERVICE REGISTRATION**

Law requires male students who are about to turn 18, to register with the Selective Service System. Registration is a requirement for federal student loans, job training benefits, and federal employment. Students may register at their local post office or in our Registrar's Office by presenting identification or online at their website, [www.sss.gov](http://www.sss.gov). Students must register within 30 days before or after their 18th birthday.

## **STUDY HALL**

The purpose of Study Hall is to provide Glenbard North students an opportunity to increase their academic achievement by working on their school-related work outside of class. All rules and procedures must reflect their purpose in addition to all the rules and expectations of Glenbard North High School.

### Study Hall Rules

1. Use quiet voices
2. Passes to leave study hall must be issued by your classroom teacher
3. Non-disruptive eating and drinking is permitted

## **TEST FEES**

**Advanced Placement (AP) Fee Process & One Free Test:** It is an expectation at Glenbard that any students enrolled in an AP course will also take the course AP exam in May. This is an essential part of the course experience and is the culminating assessment of learning. In addition, students and families can benefit from earning early college credit and reducing the cost of college completion. The cost of a student's AP exam(s) is factored into school registration fees at the beginning of the school year. The D87 School Board has made the investment to pay for one AP exam for every Glenbard student every year. All subsequent exams are \$99—except AP Seminar and AP Research, which are \$147. To officially register for each AP exam, students must join the MyAP classroom for each of their AP courses. MyAP is a College Board website where students register for exams, access course resources, and see their exam scores. If your student drops an AP class, the student's balance will automatically be updated to reflect the change. Families can withdraw from the exam without financial penalty by November 15 for full year AP courses or March 15 for 2nd semester only AP courses by notifying their school counselor or the Assistant Principal for Instruction. After this date, families will receive a partial credit (exam cost minus a \$40 canceled exam fee). Students who are absent on test day will be offered the option of late testing, but will not be eligible for a refund. Any

questions about AP Exams should be directed to the Assistant Principal for Instruction, Ms. Hawbaker. Dates and fees are subject to change.

### TECHNOLOGY DEVICE TRAINING AND SUPPORT

**All incoming freshmen and transfer students** will receive an iPad to manage coursework. Glenbard ships the iPad and training information to each student's residence after registration and payment of fees and/or signing up for a payment plan. **Returning students** that had an iPad for the previous school year are responsible for maintaining their device in good working order and will use their device for the upcoming school year. Returning students should run all software updates prior to the first day of school.

If students encounter a problem with their District-leased iPads, they should report to the Tech Help Desk, just outside of the south cafeteria. Depending on the issue, it may be resolved at that time or moved to one of our technicians for support. In all cases of loss or theft, the District requires that a police report be filed and a copy of the report be submitted along with the insurance deductible before a replacement device will be issued.

### WORK PERMITS

Work permits for students 14 years of age or older may be secured in the School Counseling Office by presenting a statement from the employer which identifies the industry or company and explains the type of work to be done by the employee.





## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS – See also [Policy 6:300](#)

No more than six credits earned at the Technology Center of DuPage and/or in Cooperative Education may be applied toward graduation. In earning the necessary credits, a student shall successfully complete the following to be eligible to receive a Glenbard diploma.

Subject	Requirement
<b>Credits for Required for Graduation</b>	<b>23 including Classroom Driver Ed.</b>
<b>English</b>	<b>8 Semesters 7 of English 1 of Speech or 2 of Acting</b>
<b>Math</b>	<b>6 semesters including Algebra 1 course work with Geometry content</b>
<b>Science</b>	<b>6 semesters</b>
<b>Consumer Education</b>	<b>1 semester Business &amp; Consumer Consumer Management Economics AP Macroeconomics</b>
<b>Cultural Ed</b>	<b>1 semester of Art, Music, Speech Arts or World Language</b>
<b>Health</b>	<b>1 semester</b>
<b>Physical Education</b>	<b>6 semesters</b>
<b>Social Studies</b>	<b>6 semesters 2 sem. of US History Pass Constitution Test 1 sem. Government</b>
<b>Applied Arts</b>	<b>1 semester of Business, FACS, or Technology</b>
<b>Driver Education</b>	<b>Complete Classroom Portion of Driver Ed</b>
<b>ACT and FAFSA</b>	<b>Complete Examination Complete FAFSA</b>

**GRADE PLACEMENT AND PROMOTION – See also [Policy 6:280](#)**

The number of credits a student has earned is the determining factor in what grade they are placed. The following criteria are used to determine a student’s grade placement:

<u>Grade Placement</u>	<u>Credits Required</u>
Grade 9 Freshman	0 – 5.5 Credits
Grade 10 Sophomore	6 – 11 Credits
Grade 11 Junior	11.5 – 17 Credits
Grade 12 Senior	17.5 – 23 Credits

**Hard *WORK* Matters**  
**Glenbard North High School**



## **SCHOOL COUNSELING SERVICES**

### **Mission Statement**

The mission of Glenbard North's School Counseling Program is to complement and enrich the mission of Glenbard District 87 by addressing the academic, personal/social, and post-secondary/career development of our students. School Counselors, in collaboration with stakeholders (students, parents, teachers, administrators, support staff, and the community) work to provide opportunities to strengthen and foster the continuous improvement of student achievement. Through a comprehensive, developmental counseling model we focus on the following priorities:

1. Classroom curriculum and individual conferences that help students become critical thinkers and positive decision-makers, while also planning for their future.
2. Removal of barriers to create a safe and supportive learning environment for all students.
3. Open lines of communication with parents and guardians ensuring student support at school and at home.
4. Communicate available resources to students, and encourage them to utilize innovative learning tools and supports.
5. Apply Social Emotional Learning to help students manage academic and social pressures.
6. The treatment of all students as valuable, life-long learners, providing them with access to the same resources and interventions in place to help them be successful in present and future endeavors.

The School Counseling Department facilitates the academic, career/college, and social/emotional development of all students. Services include:

#### **School Counseling Core Curriculum**

Instruction  
Group Activities

#### **Responsive Service**

Counseling  
Crisis Response

#### **Individual Student Planning**

Appraisal  
Advisement  
Scheduling Courses

#### **Indirect Services**

Referrals  
Consultation  
Collaboration

### **Core Curriculum**

#### **Freshman Year**

Freshman Check-In  
Academic Plan/Career Exploration

#### **Sophomore Year**

Career Exploration  
School Links Career Interest Inventory

#### **Junior Year**

College Exploration  
Testing Information

#### **Senior Year**

Post-Secondary Planning  
Post-Secondary Transition Meeting

## **Registrar**

A Registrar handles and protects all student academic records. The Registrar works with the college administrative assistant on transcripts, scholarships, and the college application process. The Registrar makes frequent contact with students, staff, parents, and outside agencies.

## **SchoolLinks**

SchoolLinks is a modern, college and career readiness platform to prepare students for what comes after graduation. SchoolLinks helps students discover their interests and strengths, explore colleges and careers, and create a personal graduation plan that best reflects their post-secondary goals. SchoolLinks is accessible in 9th-12th grades by students and their parents.

All of the SchoolLinks features are designed with students in mind to help them become career, college, and life ready. SchoolLinks features are incredibly user-friendly and content can be easily comprehended by high school students.

Using SchoolLinks, high school students and parents can:

- Access career interest, strength and mindset surveys
- Explore 2-year and 4-year colleges
- Take virtual reality college campus tours
- Search for scholarships
- Learn about financial aid
- Explore traditional, emerging and military career fields
- Create digital portfolios / resumes
- Communicate with counselors

Using SchoolLinks, 12th graders will be able to:

- Track college applications and request transcripts
- Request Letters of Recommendation

## **College and Career Planning**

The School Counseling Department assists all students in preparing for and pursuing postsecondary plans that match their interests and abilities. Colleges and other postsecondary opportunities vary greatly in their admission requirements, and the school counselors are continually pursuing opportunities to maintain pace with the ever-changing landscape of the postsecondary planning process. While the Glenbard District 87 curriculum is designed to provide all students with the skills to prepare them for postsecondary opportunities upon graduation, there are often additional requirements for admissions that go beyond the Glenbard graduation requirements.

Students who want to increase their potential for being admitted to the schools of their choice and/or are planning to apply to highly selective colleges and universities should consider maximizing their enrollment in Honors, Advanced Placement, and Dual Credit coursework.

## **School Counselors**

School counselors help students succeed academically and plan for their future. Counselors assist students with college and career plans and support their personal growth. School Counselors are assigned to a certain alphabetical grouping of the student body. The student's counselor assignment is printed on semester schedules.

## **SCHOOL COUNSELOR ASSIGNMENTS: 2024-2025**

<b>A-BARA &amp; EL Students</b>	<b>Amarainy Arzeta</b>
<b>BARB-CARK</b>	<b>Kristen Masse</b>
<b>CARL-GANN</b>	<b>Julie Shannon</b>
<b>GANO-GRIL</b>	<b>Colleen Joyce-Guzman</b>
<b>GRIM-LUU</b>	<b>Carole Gebka</b>
<b>LUV-PANC</b>	<b>Jaime Kennedy</b>
<b>PAND.-SHAE</b>	<b>Miriam Walton</b>
<b>SHAF-Z</b>	<b>Sean Thomas</b>
<b>AVID Students:</b>	<b>Kelly Dailey</b>

## **LIBRARY RESOURCE CENTER**

You are always welcome in the LRC! The Glenbard North Learning Resource Center is a teaching and learning library while also being an extension of the classrooms throughout the school. Classes and individual students use the library more than 100,000 times a year for research. There are computers for student use, Apple TVs to project from, and more than 20,000 print and eBooks that students and staff may check out. Come down and check out our space - it's a great place to study, do some research, or simply take a break and play a game of UNO with your friends during lunch. We are here to help you succeed in your high school journey!

If parents have any questions regarding their student's access to library materials, they should contact one of our librarians and/or refer to Board Policy section 6: 230 to find more information.

**Teaching Librarians:** Ms. Hansen and Ms. Elfers

**Library Staff:** Mrs. Castiglia and Mrs. Kelley

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

### **Loan periods and procedures for library materials are as follows:**

- Students need a valid school ID, iPad with barcode or a photo of their ID to check out materials.
- Fiction and non-fiction books may be checked out for 4 weeks and may be renewed if no one has it on hold.
- Our DVD collection compliments the curriculum and is available on our EMBY server. Staff may check out a DVD after school, but must return the copy the following morning.
- All materials can be returned at the library front desk or the book drop in the hallway.

### **No Fine Policy:**

This policy aligns North with the other Glenbard libraries, making the process of checking out and returning books more accessible to all of our students and staff. Instead of focusing on the fines, we want to ensure that the books being checked out are enjoyed, but also brought back in a timely fashion so others can use them. We hope that this will be a good transition for our students and that it will be a positive move forward for those who come to check out books.

- **Checkout Time/Renewals**
  - You have a 4 week check-out period for both physical and digital books.
  - You can renew a book IF it is still in the check-out period. If you have a missing book or an overdue book, you will not be allowed to renew any library materials.
  - If you have a lost/overdue book, you will **not** be able to check out any other library materials until the book has been returned or paid for, regardless if it is for a class.
    - Your book will automatically be marked lost after 60 days overdue.
- **How You Will Be Notified**
  - Please note, you will always have a stamped date in your book so you know when it is due. You are first and foremost responsible for when your book is due! However, in case you do forget you will be notified in the following way:
    - Schoology Messages: Personal messages will be sent via Schoology letting you know that your book is late and needs to be returned.
    - Email: If you do not respond to your Schoology message we also may be contacting you or your parent/guardian via email.
- **Fees and Fines**
  - You will be charged the price of the replacement copy of any lost/damaged materials if the book is lost or damaged beyond repair.
    - We will find the cheapest copy on Amazon and charge you that amount.

- If the book is not returned or paid for, the price of the book will be left for you to pay and will stay on your account until you do so.
  - After 60 days of your book being overdue, your book(s) will be marked lost. If we need to replace your lost book, then you will be charged the replacement cost.
- There are NO reimbursements. If you have paid for the book and find it later, there will be no reimbursements given.

### **Library Use and Expectations:**

Students using the library before or after school need to use a valid school ID, iPad with barcode or a photo of their ID; no pass is required before or after school. The library is most often used by teachers with their classes for research, independent reading, or technology space/usage. When the library has room, study hall students or students during their lunch can use the library if they have a yellow pass from their teacher or a privilege pass from the Deans' Office. Students who have a lunch privilege pass are welcome in the library during their lunch periods; they must be here with a purpose when using the space.

The expectation for study hall and lunch students is that they are here to have a space to work and a space for a break. School rules apply in the library as they do throughout the school. The library is essentially a classroom and we especially expect the following:

- Respect the rights of other students and staff
- Maintain a respectful atmosphere for our North community to study, work on academics, and/or hold classes.
- Computers and other electronic devices are to be used for research and school-related activities.
- If you are playing a board/card game, you are aware of the people around you and/or classes in the library.

### **Library Schoology Group:**

All staff and students have access to the Library Schoology Group page. Everyone should be added in at the beginning of the school year, but if a student does not have access for any reason please come to the library for help. We will message students on Schoology for late book reminders, updates about our space during the day, or other announcements for the library.

### **Food in the Library**

Food is permitted in the library! You may bring your snacks or a sack lunch in to eat if you are looking for a more quiet space to go. However, please be aware that **you may not bring in any ordered in food or a hot lunch from the cafeteria**. This needs to be eaten first in the cafeteria and then you can come down to the library. We have no problem with you having food in here, but we ask that you respect this boundary and always clean up after yourselves!

### **Library Pass Procedures**

- Individual students entering the library need a pass. One student per pass, first and last name provided. We'll ask that you sign in using your student ID.
- Students will be sent back to their class, study hall, or lunch if spaces are unavailable. If we know space is not available, you will be notified via Schoology what period(s) we may be closed due to the large number of classes scheduled in the library.

## **HEALTH CENTER**

A certified school nurse is available in the Health Center throughout the school day. A student who needs to see the nurse during the day must obtain a pass from his/her teacher before going to the Health Center unless an emergency situation exists. No student will be excused from school unless a parent, guardian, or a person designated on their emergency contact list has been notified and appropriate transportation arranged. Students need to see the nurse prior to calling or texting parents by cell phone. Follow the school policies regarding the use of cell phones. **See also Policy 7:100 Health Examination, Immunizations, and Exclusion of Students and Policy 7:285 Allergy Policy, Policy 7:270 Administering Medicines to Student and 7:305 StudentAthlete and head injury protocol.**

### **PHYSICAL EDUCATION MEDICALS & EXCUSES**

Will be issued by the nurse upon request from a person licensed under the Medical Practices Act. Parent and medical excuses need to be presented to the nurse. Parent excuses are acceptable for up to three (3) days per semester. The physician's office may FAX the medical excuse to the attention of Ms. Laura Yamate or Ms. Kerry Windle at (630) 681-3413 or email the nurses at [Nurse\\_gn@glenbard.org](mailto:Nurse_gn@glenbard.org)

### **UNDESIGNATED ASTHMA MEDICATION**

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

### **UNDESIGNATED EPINEPHRINE INJECTORS**

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

### **SCHOOL DISTRICT SUPPLY OF OPIOID ANTAGONIST MEDICATION (NARCAN)**

The Superintendent or designee shall implement 105 ILCS 5/22-30 and maintain an undesignated stock of opioid antagonist medication (Narcan) which may be administered to students and other individuals by a school nurse or trained personnel as necessary according to State law. Paramedics will be notified when an opioid antagonist is administered on school grounds along with the student's parents/guardians.

## **SCHOOL SAFETY**

### **STUDENT IDENTIFICATION CARD**

Glenbard North students are required to carry a current school identification (ID)card that serves the following purposes:

1. Student identification
2. Entrance into the building
3. A bus pass for students eligible to ride the school buses
4. An activity ticket for students
5. A library card for checking out materials
6. Purchase lunch in the student cafeteria
7. Sign in/out in the computer labs and LRC
8. Sign in/out of offices

Students must carry their ID cards and are required to present them when entering the building each day. Students are expected to present their ID when requested by any staff member (administrator, teacher, support staff, security personnel) or employee of First Student. If the circumstances warrant, the staff member may keep the identification card and present it along with a Behavior Report to the Dean of Students. Refusal to present and relinquish the ID card will be considered insubordination and may result in a disciplinary intervention.

The first ID card for the current school year is issued during the registration period in late August. Replacement ID and can be obtained in the Dean's Office. A student may obtain a temporary ID from our campus monitors when entering the building. A limited number of temporary IDs will be given.

### **AFTER-SCHOOL EXPECTATIONS**

Students are not allowed to remain in the building after school unless in a supervised activity. Students that remain after school unsupervised are asked to leave the building may be assigned a disciplinary intervention.

## EMERGENCY DRILLS

- **Fire Alarm** - Directions for reaching an exit are posted in each room. Make sure you understand the directions and do not assume that it is a false alarm. We expect all students to respond seriously to all alarms and to move quietly and quickly out of the building.
- **Severe Weather Alarm** - An announcement will be made through the intercom to convey specific directions if a tornado is imminent. We do not evacuate the building but take refuge inside. A quiet, orderly, and serious response is important in this situation.
- **Lockdown** - An announcement will be made through the intercom to convey specific directions if a situation should occur that compromises student/staff safety. Students are to move to the nearest classroom and remain quiet until an “all clear” is announced.
- **Bus Evacuation Drills** - All students are required to participate in annual bus company drills. Specific instructions on emergency drills will be provided by physical education teachers.

## SCHOOL LIAISON OFFICERS

The full-time school liaison officer is a sworn police officer employed by the Village of Carol Stream and the Carol Stream Police Department and a part-time liaison officer is employed by the Village of Glendale Heights. The primary goal of the high school liaison program is to coordinate Village of Carol Stream and Glenbard Township School District #87 resources in a collaborative effort to enhance positive, communicative, and productive relationships among police and school personnel, students, parents/guardians, and other related service agencies to foster a safe and secure educational environment. The school liaison officer is located in the dean’s office and serves as a law-enforcement resource for students, their families, school staff, and the community.

The school liaison officers assist in the education and prevention programs related to community social problems involving unlawful activity, including, but not limited to drug and alcohol use, criminal gang activity, vandalism, theft, personal violence, trespassing and violations of village ordinance or state law. The school liaison officers can be reached at 630-681-3177.

## CLEAR AND PRESENT DANGER REPORTING

When a student or other person is determined to pose a clear and present danger to themselves, or to others, it is the duty of law enforcement officials and school administrators to report to the Department of State Police. This includes a release of records to the Department of the State Police.

## REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

Upon receipt of any written, electronic or verbal report from any school personnel regarding a verified incident involving battery, firearms or drugs, the superintendent or his or her designee shall report all such incidents occurring in a school or on school property to the local law enforcement authorities immediately and to State authorities through the Student Incident Reporting System (SIRS).

## SCHOOL VIOLENCE/BULLYING TIP LINES

At Glenbard North, we offer a violence and bullying hotline which allows students to provide anonymous information to school officials regarding potential school threats or bullying incidents. **P.R.O.W.L - Please Reach Out We Listen** allows students an opportunity to report unsafe or intimidating behaviors while remaining anonymous. All situations that are reported are investigated by the school administration. **The number is (630) 681-3192.** Additionally, Students who wish to report a potential act of school violence at Glenbard North may also leave an anonymous message with our **Police Liaison Officer at 630-681-3177.** The State of Illinois has created a school safety program called **Safe2Help Illinois** in an effort to raise awareness of the threats facing schoolchildren in Illinois. Safe2Help Illinois offers students a safe, confidential way in which to share information that might help prevent suicides, bullying, school violence or other threats to school safety. This program is intended to get students to “Seek Help Before Harm.” **Call 844-472-3345 or Text 72332(SAFE2) to report.** The Attorney General’s Safety Tips homepage contains several links that may provide additional helpful resources. <https://illinoisattorneygeneral.gov/Safer-Communities/Safeguarding-Children/index>

## STUDENT CRISIS TEXT LINE

Students can text a **CRISIS Text Line: Text REACH to 74141** which sends information to a Crisis Counselor, a real-life human being trained to help individuals return to a healthy/stable level of functioning.

## NATIONAL SUICIDE PREVENTION LIFELINE (988)

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. Call or text 988, or chat at 988lifeline.org/.

## VICTIMS OF SEXUAL ASSAULT INFORMATION - [Erin’s Law Policy 4:165](#)

“Erin’s Law” requires that all public schools in Illinois implement a prevention-oriented child sexual abuse program that teaches: Students

in grades preK - 12th grade age-appropriate techniques to recognize child sexual abuse and tell a trusted adult. If you see something, tell someone! Report concerns to Deans, Counselors, Teachers, Student Services, or School Resource Officer. Additional links are provided below:

**Resources:**

[National Sexual Assault Hotline Confidential 24/7 Support](#)

[Warning Signs of Sexual Abuse in Teens](#)

[Warning Signs of Possible Sexual Abuse](#)

[Grooming. Know the warning signs](#)

[Preventing Child Sexual Abuse](#)

[National Domestic Violence Hotline](#)

**Reporting Sexual Abuse**

[Reporting to Law Enforcement](#)

[Reporting Child Sexual Abuse](#)

[Reporting to the Illinois Department of Children and Family Services](#)

**SAFEGUARD AGAINST SEXUAL ABUSE IN SCHOOLS - FAITH'S LAW**

Faith's Law expands the criminal definition of grooming beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act.

In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools. Faith's Law adds a completely new section to the Illinois School Code (105 ILCS 5/22-85.5) pertaining to sexual misconduct in schools. This section requires all school districts, charter schools, and nonpublic schools to develop an employee code of professional conduct policy that must be made available on the school's website and included in any staff, student, or parent handbook.

Need to report a concern or an incident? Call your child's school, state the reason for your call, and speak to the principal or a social worker.

**The Illinois State Board of Education Sexual Abuse Response and Prevention Resource Guide**

[www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf](http://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf)

**TIME OUT AND PHYSICAL RESTRAINT**

[Illinois School Code \(23 IAC 1.285\)](#) defines Time Out and Physical Restraint (specifically the practice, facility, training, and reporting required). Glenbard HS District 87 will follow all components in the school code and will focus on prevention and intervention in order to provide a safe and secure learning environment for all.

**PARKING AND DRIVING**

A parking permit issued by the school administration is required for students to park their vehicles in the school parking lots. Requests for parking permits are made through the deans' office.

**INFORMATION AND PROCEDURES**

- Parking spaces in the GBN student lot or church lot are available for a yearly fee of \$200.
- Parking spaces are issued on a first come first serve basis with priority given to Seniors.
- A valid driver's license and insurance are required.
- School administration has the right to deny an application for student parking.

## STUDENT PARKING RULES:

1. Students may have their parking privileges suspended or revoked as a result of any of the following:
  - a. An out-of-school suspension for any reason, Behavior Intervention Assignment (BIA), or Restorative intervention Assignment (RIA).
  - b. Failing to serve disciplinary consequences. This includes consequences automatically assigned for tardiness and consequences assigned by a Dean or other school administrator.
  - c. Leaving or attempting to leave campus without a pass from the attendance office. This includes any student who drives or rides as a passenger, any student who walks off-campus without written permission, or any student who transports a student off-campus who has not properly checked out of school.
  - d. Excessive truancy and tardiness.
  - e. Improper or reckless vehicular conduct including, but not limited to: exceeding posted speed limits, driving across aisles of parking, failure to follow the signals of school staff members who may be directing traffic on campus, failure to stop at stop signs, failure to obey entrance and exit signs, and failure to yield to pedestrians.
  - f. Parking or allowing another student to park an unregistered vehicle or a vehicle belonging to someone other than the registered student or their parent(s)/guardian(s) in the space assigned.
  - g. Parking in a space not assigned to the student including, visitor spots, and other reserved areas.
  - h. Driving to the College of DuPage Technology Center (TCD) without permission from the Dean's Office.
  - i. Using any tobacco products, including electronic cigarettes (vapes), alcohol, and illegal drugs.
  - j. Failing to report and replace a lost or stolen parking decal. Replacement cost: \$10
2. Revocation of parking privileges may range in length or can be permanent. The length of revocation shall be established at the discretion of school administrators.
3. Students whose parking privileges have been suspended or revoked in the subsequent semester or school year will be eligible to purchase a parking permit and regain the privilege of driving and parking on campus at the conclusion of the period of revocation IF student parking spaces are available at that time.
4. Refunds will not be issued to students who have had their parking privileges suspended or revoked.
5. All vehicles parked on campus or property leased to the school are subject to search without notice or consent by school administrators. School authorities may request the assistance of law enforcement officials when searching for illegal drugs, weapons, or other illegal or dangerous items, these searches may include the use of trained canines. School officials may provide law enforcement officials evidence that a student violated or is violating the law, a local ordinance, or a school rule or policy.
6. Students will NOT be granted permission to access their vehicles during the school day regardless of the reason. Students are responsible for ensuring they have gathered all necessary belongings and school materials in their vehicle prior to entering the building.
7. Glenbard HSD 87 is not responsible for theft or damage to property while the vehicle is parked on school grounds or property leased to the school.
8. Students are not allowed to share parking permits, they can only register vehicles owned by them and/or their parent(s) or guardian(s).

### **If someone is parked in your spot when you arrive at school, please follow the procedure below.**

1. Do not park in a numbered spot, please park in a visitor spot for the day.
2. Report the vehicle to the dean's office as soon as you enter the building and provide your assigned parking spot.

## PARKING WITHOUT PERMISSION

Students not assigned a parking spot in any of our lots who park without permission are subject to the following sanctions:

1st Offense	Parent/Guardian Contact, Warning Sticker
2nd Offense	Parent/Guardian Contact, Warning Sticker
3rd Offense	Vehicle is towed, Parent/Guardian Contact

## TEMPORARY PARKING PERMITS

If you need a spot for one day due to an extenuating circumstance, your parent/guardian must contact the deans' office 24 hours in advance and request a one-day parking permit. The student must come to the deans' office prior to parking and pick up the permit to



put it in their car window. Any student not following this procedure is subject to parking violation sanctions. Proof of insurance and a valid driver's license are required.

## **STUDENT BEHAVIOR AND CONDUCT**

We expect our students to show high personal standards of self-management, self-awareness, social awareness, relationship skills, and responsible decision-making. While on school premises, school buses, or at school-sponsored activities, wherever located, students are expected and required to behave in an orderly and appropriate manner with due regard and respect for the rights of others, the rules and regulations of District #87 and Glenbard North, and the directives of school personnel. Students are subject to appropriate disciplinary measures for unlawful or improper conduct.

At times this handbook states specific places at which students are subject to disciplinary rules. However, disciplinary interventions may be imposed for any of the misconduct which is described in this handbook and which occurs on school grounds, at school-sponsored activities, in connection with student transportation, or at any place where the misconduct has a reasonable relationship to the school. This includes actions taken by students on social media that directly impact or have a reasonable relationship to the school.

Repeated violations of the rules described in this handbook may be considered gross disobedience or misconduct, for which a student may be suspended or expelled, even though any particular violation by itself might not warrant disciplinary interventions or expulsion.

### **DISCIPLINARY INTERVENTIONS** (In alphabetical order)

#### **Behavior Intervention Assignment (BIA)**

Students may be assigned a Behavior Intervention Assignment for violating District 87 and/or Glenbard North High School rules and regulations. During the BIA assignment, students will spend their normal academic school day in the BIA room. Students must be on time and follow all BIA rules. This includes storing electronic devices in a locked charging station inside the BIA room. The administration has the right to deny a student from attending any sports, clubs, or activities on the day of their BIA. Students are not allowed to receive food deliveries while serving BIA.

#### **Detentions**

Detentions should be served on the day that it is assigned. Failure to serve detentions will result in additional disciplinary interventions.

##### **Teacher Detention**

Teacher detentions may be assigned for a violation of school or classroom rules. They are to be served with the teacher. The teacher will make an attempt to contact the student's parent/guardian.

##### **Lunch Detention**

Lunch detention is served during the first half of a student's lunch period. Students are to report to the lunch detention room before the tardy bell. Once students are dismissed from lunch detention, they can go into the cafeteria to eat their lunch. Food is not allowed in the lunch detention room and students are expected to arrive on time.

#### **Loss of Privileges**

##### **Pass Restriction**

Students who demonstrate they are unable to get from classroom to a designated space may be placed on pass restriction and will require an escort when going to the washroom or other offices.

##### **iPad Restriction**

Students who are found to be utilizing the school-issued iPad inappropriately or are not completing classwork due to distractions on the iPad may be placed on iPad restrictions. Parents, teachers, and administrators may request the restrictions be placed.

### **Mediation**

In some instances, mediation may be used to resolve a conflict with a student or between students. The mediation will be facilitated by a dean.

### **Online Prevention and Intervention Courses**

In some instances, students may be assigned an online intervention and or prevention course to help positively impact behavior.

### **Out-of-School Suspension**

Students suspended out of school are not allowed on school grounds or at any District 87 event throughout the duration of their suspension. Students are expected to complete all classroom work in a timely manner.

### **Restorative Intervention Assignment (RIA)**

In some instances, when a student has had a significant discipline issue, the administration may assign a student to a Restorative Intervention Assignment. Failure to serve the RIA may result in an additional consequence.

This program requires that:

1. Students arrive on time and are present for the duration of the program (3:15 pm-7:00 pm). Students must provide their own transportation.
2. Students are expected to complete all classroom work.
3. Students can not attend any school-sponsored sports, clubs, or activities until the RIA assignment is successfully completed.
4. Students are expected to participate in a social work and community service component as part of the program.

### **Social Restriction**

Students who fail to serve their detentions will be excluded from after-school events and activities. Students will be required to scan their IDs for football and basketball games, and if they have not served their consequences, they will not be permitted to enter.

### **Suspension and Expulsion**

The Superintendent, Principal, Assistant Principal, or Dean of Students may suspend students guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days for each incident of gross disobedience or misconduct. Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct.

The Board of Education may expel students guilty of gross disobedience or misconduct in accordance with the procedures set forth in [Board Policy 7:190](#), governing student behavior. Whenever there is evidence that mental illness may be the cause for suspension or expulsion, the Department of Mental Health shall be invited to send a representative to consult with the Board at a meeting held to consider such suspension or expulsion.

Students may be suspended or expelled for gross disobedience or misconduct that occurs on school grounds, at school-sponsored activities, in connection with student transportation, or at any place where the misconduct has a reasonable relationship to the school. At times in this policy and/or school rules and handbook, specific penalties are specified for certain types of misconduct. These penalties will generally be followed, but in appropriate circumstances, any violation of any of the rules described in this handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled. Repeated violations of the rules described in the handbook may be considered gross disobedience or misconduct for which a student may be suspended or expelled, even though a particular violation by itself might not warrant suspension or expulsion. Expulsion from school may range from one semester to two years for certain offenses.

Suspended students may not participate in any extracurricular activities, practices, etc. during the suspension. Suspended students may not be on school grounds nor attend school games/activities at off-campus locations and are subject to more severe penalties if this is violated. Upon returning to school, students are expected to communicate with their teachers to make up their missing assignments.

### **STUDENT SEARCH**

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

## DUE PROCESS REVIEW

A parent/guardian of a student receiving disciplinary action has the right to request a review of the disciplinary action and may initiate a due process hearing by contacting the office of the Assistant Principal of Student Services.

## EXPECTATIONS FOR STUDENT CONDUCT

See [Board Policy 7:190](#) Student Behavior

### **GLENBARD NORTH'S SPECIFIC EXPECTATIONS FOR INFRACTIONS OF SCHOOL BOARD POLICY 7:190 ON STUDENT BEHAVIOR ARE AS FOLLOWS:**

1. Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the liberty, property, or other rights of a school employee, student or person on school premises or a school activity. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
2. Sale, transmittal, or distribution of alcoholic beverages, illegal drugs, look-alike drugs, drugs prescribed for another, or controlled substances as defined by the laws of the State of Illinois or the United States. Sale, transmittal, or distribution of narcotics (including marijuana) or alcohol will result in disciplinary interventions and may result in a suspension and /or recommendation to the Board of Education for expulsion.
3. Sale, transfer of, or distribution of any paraphernalia which is reasonable and customarily intended for use in the administration of a drug or controlled substances referenced in #2 above. Sale, transfer of, or distribution of any apparatus or paraphernalia designed or intended for smoking, inhaling, or ingesting any illegal substance may be cause for disciplinary interventions and the police will be notified by the school.
4. Any fighting, assault or battery or other physical act which a student may reasonably be expected to know may endanger the health or safety of students, school personnel, or other persons. Any student involved in a fight in school or anywhere on campus will receive disciplinary interventions. In most fights both parties share some responsibility, therefore, it is more common for each disputant to face disciplinary interventions. For this reason, we encourage students to avoid behavior that leads to conflict. Any physical altercation may result in disciplinary interventions, including suspension, and referral to the Carol Stream Police Department.
5. Arson, activating a false fire alarm, or unauthorized use of a fire extinguisher. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion. .
6. Extortion, blackmail, or coercion by force or threat of force. Physical threats and/or intimidation toward another student(s) are prohibited. Physical threats or physical assault upon a staff member or unprovoked physical assault upon another student will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
7. Possession, sale, or use of explosives, flammable substances, or fireworks not authorized by school personnel. The infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
8. Making any bomb threat or initiating a false report of a bomb on school premises. This includes calling 911 in the absence of a reasonable belief that an emergency exists. The infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
9. Possession, sale, or use of any firearm, knife, or other objects that may reasonably be considered to be a weapon. This includes pocket knives of various types. The infraction of this rule may result in suspension and/or recommendation to the Board of Education for expulsion.
10. The commission of an act punishable by any national, state, or local law or regulation. The infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
11. Gang activity - In order to provide students with a safe and secure learning environment, it is necessary to exclude gang activity from school and campus. Gang activities include, but are not limited to:
  - a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items which evidences membership or affiliation to any gang.
  - b. Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
  - c. Drawing gang-related graffiti or distributing gang-related literature.
  - d. Recruiting, soliciting membership in, promising to join, or joining a gang while on campus or at a school-related event.
  - e. Any other activity in furtherance of the gang that violates [Board policy](#). The penalty for the first incident of gang activity will result in disciplinary interventions. Subsequent incidents may result in suspension and a recommendation to the School Board for expulsion from Glenbard Township High School District 87.
12. Possession, purchase, use, or consumption of alcoholic beverages, illegal drugs, look-alike drugs, and drugs prescribed for another student, or controlled substances as defined by the laws of the State of Illinois or the United States. Infraction of

this rule may result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.

13. Possession, purchase, use, or consumption of any paraphernalia which is reasonably and customarily intended for use in the administration of a drug or controlled substance referenced in #'s 2, 3, and 12 above. Sale, transfer of, or distribution of any apparatus or paraphernalia designed or intended for smoking, inhaling, or ingesting any illegal substance may be cause for disciplinary interventions from school. The appropriate police authorities may be notified.
14. Any conduct or act which is threatening, abusive to, or disrespectful to, a teacher or other employee of the District. This includes information posted on an Internet website or via social media. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
15. Interference with school personnel in the performance of their assigned and lawful duties. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
16. Refusal to comply with the reasonable and lawful instructions of school personnel. Insubordination is defined as the refusal to comply with reasonably established and well-defined school rules and regulations or the refusal to obey reasonable directions or instruction of school personnel. We expect students to respect the authority of all adult personnel: teachers, campus monitors, secretaries, custodians, or cafeteria staff, and to cooperate with their requests. The penalty for insubordination will result in disciplinary interventions.
17. Dress or appearance which presents a health or safety hazard, references alcohol, drugs, tobacco, or violence, is offensive by wording or design, or suggestive of a double meaning, or gang-related and/or in any form or manner which materially and substantially disrupts the educational process, is prohibited by school dress requirements. Students are expected to have appropriate skin coverage. Undergarments may not be worn as outerwear. Infraction of this rule may result in disciplinary interventions.
18. The violation of the time, place, and manner in which the Principal designates that written or printed materials may be distributed by students in the school building or on the school grounds. The infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
19. Vandalizing school property or private property that is lawfully on school premises. Theft of or vandalism to school property, the property of school personnel, or the property of other students is forbidden. The penalty may result in disciplinary interventions, restitution, and possible referral to the appropriate criminal authority.
20. Trespassing on school grounds or in school buildings. If the behavior is substantially disruptive or presents a safety concern, infraction of this rule may result in suspension and/or recommendation to the Board of Education for expulsion.
21. Unauthorized area is when a student is on school property but not in their assigned area without permission or a pass. Infraction of this rule may result in disciplinary interventions from the Dean.
22. Students may not be in the same stall as another student in the bathroom at any time. Infraction of this rule may result in disciplinary interventions, including but not limited to a hands off search.
23. Sale, use or transfer of tobacco/nicotine. Use or possession of tobacco products and/or electric nicotine vapes are prohibited in the school and on campus. Holding a lighted cigarette will be considered a violation of the smoking regulation. This rule applies to students when on school property at any time and at all school functions or at preparations for them whenever or wherever they are held. During the student's tenure at Glenbard North, the first violation will result in an extended detention. A second violation may result in Saturday School being assigned, and the third and subsequent violation may result in the student being assigned a Behavior Intervention Assignment.
24. Gambling, in any of its various forms. Gambling, card playing, and/or contests for money are prohibited by state law and are not allowed on school grounds. The infraction of this rule will result in disciplinary interventions.
25. Academic Dishonesty. Academic dishonesty includes but is not limited to cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, submitting another person's work as one's own work, giving test questions or answers to a member of any class, or receiving test questions or answers from a member of any class. In addition, cell phones are to be off at all times during tests and final exam; however, there may be instances of electronic devices usage that may be a violation to the academic honesty policy. Utilizing social media/technology platforms (including but not limited to Facebook, Twitter, Snapchat, Instagram, texts, and emails) to distribute or share homework, quiz or test answers, or other class materials without the expressed permission of the teacher and wrongfully obtaining test copies or scores. Use of AI or ChatGPT to complete any assignments is prohibited, unless otherwise instructed by the teacher. The infraction of this rule may result in progressive disciplinary interventions from the Dean, (including but not limited to possible membership into National Honor Societies..
26. Unauthorized use of computers. Violation of this rule may result in disciplinary interventions. If the behavior is substantially disruptive or presents a safety concern, infraction of this will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
27. Unauthorized alteration of school records. Violation of this rule may result in disciplinary interventions from the Dean. If the behavior is substantially disruptive or presents a safety concern, infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
28. Soliciting membership in, promising to join or joining a sorority, fraternity, or secret society. Infraction of this rule will result in disciplinary interventions.
29. Profane or offensively lewd, vulgar, or indecent language, gestures or behavior, and slander, libel, or obscenity in any form is not permitted. Inappropriate, abusive, or foul language is never allowed in school. Infraction of this rule will result in disciplinary interventions. Foul language, swearing, etc., that threatens a student, teacher, or staff member may result in suspension and/or recommendation to the Board of Education for expulsion.

30. Unauthorized or unsafe use of motorized vehicles. This includes the operation of an unmanned aircraft system (UAS) or drone. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
31. Hazing - Glenbard North High School recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing or initiation rites for any school-sponsored club, activity, or athletic team. This includes behavior that is demeaning, degrading, or contrary to accepted standards of common decency and is based upon affiliation with any group, sex, race, religion, or economic status. Any student involved in hazing or initiation rites will be subject to disciplinary action. This action may include but is not limited to dismissal from the club, activity, or athletic team; disciplinary interventions or a recommendation to the School Board for expulsion from school; and/or exclusion from or participation in subsequent school events or activities.
32. Sexual harassment – Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
33. Sexual Activity - Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation or preference, or display of affection during non-instructional time. Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
34. Racial/Ethnic Slurs and other forms of hate speech that substantially interferes with a student’s school performance or creates an intimidating, hostile, or offensive school environment- Infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion. [Refer to Policy 7:20.](#)
35. Harassment/Bullying/Intimidation- Glenbard North High School takes all instances of bullying seriously. It is important that students and/or parents/guardians report bullying to School Administration. School Administration follows up on all reported instances of bullying. The infraction of this rule will result in disciplinary interventions and may result in suspension and/or recommendation to the Board of Education for expulsion.
36. Displays of Affection. Shows of affection are quite common and acceptable to a certain point. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and intimate contact are embarrassing to others and show little respect for the reputation of the partner involved. Violation of this rule may result in discipline interventions.
37. Eating in the Building. Students are allowed to drink and eat in the halls – not in classrooms.
38. Forgery - Forgery of passes, other school documents or notes, and/or phone calls from parents/guardians is never acceptable. Violation of this rule will result in disciplinary interventions.
39. I.D. Cards - It is mandatory for students to carry their ID cards at all times and to show their card and give their name when requested by any adult personnel. Students will be required to display their ID card each time they enter the building. Failure to do so may result in disciplinary interventions.
40. Skateboards - Due to North’s concern for the sensitivity to all students’ needs and the common group interest of safety, skateboards are not permitted anywhere on campus.
41. Laser pointers/devices are not allowed on campus. The use or possession of such a device may result in discipline interventions and confiscation of laser devices.
42. Locker rooms. Students are not to be in the locker rooms without proper authorization. Infraction of this rule may result in disciplinary interventions.
43. Electronic Devices (Cell Phones, IPADs, iPods, and other devices that access internet gateway) While the use of technology in the building is allowed and often encouraged, it should not be used to interfere with the educational process and/or disrupt orderly conduct within the building. Charge all electronic devices prior to school every day. Turn off and keep electronic devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher’s instruction to shut down electronic devices or close the screen. All electronic devices must be in silent mode and put away when directed by the teacher. The infraction of this rule may result in disciplinary interventions.  
(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.)

**\*CELL PHONE POLICY\***

Teachers will set and clarify expectations in their classroom and specific procedures for phones. Students are expected to keep phones out of sight (back pack, classroom provided cubby). In special circumstances, students may notify teachers that there is a need to have their phone readily available. Students who are not compliant with the expectations will be redirected based on the following tier system:

- i. Daily reminders
- ii. Tier 1-- REMINDER: verbal reminder for 1st offense + remind of Tier 2
- iii. Tier 2-- WARNING slip and 1-1 conversation after class + remind of Tier 3
- iv. Tier 3-- SURRENDER + PARENT CONTACT: surrender phone, re-issue warning slip and phone call home + remind of Tier 4, Dean referral
- v. Tier 4-- DEAN: Dean’s referral slip & send to Dean’s office

44. Video/Audio recording devices: Using a video/audio recording device 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 is prohibited. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a video/audio recording device. Infraction of this rule may result in disciplinary interventions.
45. Headphones: For safety reasons, students need to be able to hear at all times while on school grounds. Headphones are allowed to be used in the hallways as long as one ear is free and the volume is at a reasonable level. Headphones are to be stored out of sight during class unless permitted by the classroom teacher. Infraction of this rule may result in disciplinary interventions.
46. Burglary, robbery, or theft. Theft of school property, the property of school personnel, or the property of other students is forbidden. Infraction of this rule will result in disciplinary interventions, restitution, and referral to the school resource officer.
47. Misconduct-Conduct that endangers the safety of self or others. Horseplay defined as rough, loud, or aggressive play could be deemed as misconduct.

### STUDENT ATTENDANCE AND TRUANCY

See also [Policy 7:70](#) – Attendance and Truancy

#### ATTENDANCE TERMS:

<b>E</b>	Excused Absence	Student missed the entire period with <u>approval from their guardian</u> and school administration.
<b>TU</b>	Tardy Unexcused	<ul style="list-style-type: none"> <li>● <b>Tardy to school:</b> Student arrived to their first class <u>within the first 10 minutes</u> at the start of the school day</li> <li>● <b>Tardy to class:</b> Student is already in the building and <u>up to 5 minutes</u> late to class</li> </ul> <p><i>*When students are in the building and more than 5 minutes late to class they will be escorted to the Dean's office.</i></p>
<b>TRU</b>	Truant	<ul style="list-style-type: none"> <li>● Student arrived <u>10 or more minutes after</u> start time to class and is not excused</li> <li>● Student missed an entire class period.</li> </ul>
<b>A</b>	Absent	<ul style="list-style-type: none"> <li>● Student arrived late to class</li> <li>● Student was not present in class</li> </ul>

#### PROCEDURE FOR REPORTING EXCUSED ABSENCES

Parents/guardians must call the attendance office before 10:00 a.m. at 630-653-9092 on the day of the student's absence. This number is available 24 hours a day. For the absence to be documented as excused, the caller must include the student's name, ID number, relation to the student, and reason for absence. In addition, parents can complete the [Pre-Arranged Absence Form](#). **The Illinois School Code authorized the following reasons for excused absences; illness, observance of a religious holiday, death in the immediate family, family emergency, civic event, and college visits (4 per year without verification from college). Students are responsible for notifying their school counselor and contacting their teacher via Schoology and/or email regarding all assignments and tests during excused absences.** The following reasons are considered unexcused absences: oversleeping, traffic, babysitting, working, staying home to complete assignments, and car trouble.

#### CIVIC EVENT EXCUSED ABSENCES

Students may have a one day-long excused absence to engage in a "civic event". A Civic event is defined as "an event sponsored by a non-profit organization or governmental entity that is open to the public. Civic events include, but are not limited to, an artistic or cultural performance or educational gathering that supports the mission of a sponsoring non-profit organization. A student should provide advance notice of the intended absence or provide documentation of participation in a civic event.

#### MENTAL HEALTH EXCUSED ABSENCES

Students may be absent from school for up to 5 days each school year for Mental Health reasons and will be coded as MH in PowerSchool. A Mental Health Absence allows the student to be absent from school without providing a doctor's note. If a student has been absent for Mental Health reasons for 2 days, they may be referred to the appropriate Student Service Team Member.



## **PARTIAL DAY ABSENCES (Arriving Late/ Leaving Early)**

**Medical appointments should be scheduled outside of school hours.** When this is not possible, the parent/guardian should inform the attendance office of the time the student must leave school for the appointment and the estimated time of return. The student must then pick up a “permission to leave” slip from the attendance office at the time they leave school. Upon return to school, the student must enter through Door 1 and check in with the attendance office. Failure to follow this procedure may result in the absence being marked as truant and disciplinary intervention may be issued. Students that miss school due to medical appointments will be asked to show documentation if it is during the student’s lunch period and/ or if a student has reached 4 medical appointments during a semester.

## **PRE-ARRANGED ABSENCES**

A [Pre-Arranged Absence Form](#) is used to excuse a student for a scheduled college visit [4 per year without verification (email, brochure, etc.) from college] or family vacation (5-day limit). A completed form must be turned in to the attendance office prior to the first day of absence. This form is found in the attendance office and will be given to a student upon a parent/guardian request. ***Students must notify their instructors in advance of all pre-planned absences and school field trips.*** It is the student’s responsibility to contact their instructor regarding required assignments during their pre-arranged absence. Failure to follow the procedure may result in the absence being considered truant and will count toward the 15-day limit.

## **PROLONGED ABSENCES**

If a student is absent for three or more days, the parent/guardian should contact the student’s counselor at 630-681-3107 for missed assignments. The parent/guardian should continue to call the attendance office until the student returns to school. Makeup work can be obtained by contacting teachers directly via email or Schoology. Failure to follow the procedure may result in the absence being considered truant and will count toward the 15-day limit.

## **PARENTS/GUARDIANS LEAVING TOWN**

Please contact the attendance office with the name of the person who will be calling for you if your student is ill when you are out of town. Failure to follow this procedure will result in the student being marked truant.

## **MAKE-UP WORK RESULTING FROM ABSENCES**

It is the student’s responsibility to check with the teachers about work missed because of an absence. The teacher contact should be done immediately upon return to school. In the case of excused absences or disciplinary interventions, students will be expected and allowed to make up missed work. A reasonable amount of time will be set by a teacher and/or department chairpersons for make-up of the classwork. An opportunity to make up assignments for credit will be given for missed tests and assignments in the event of an excused absence. If discrepancies remain after the student has talked with the teacher regarding this make-up procedure, the student should be directed to the appropriate Department Chair for resolution.

## **EXCESSIVE EXCUSED ABSENCES**

When a student reaches nine or more absences within a year, an attendance conference with the Dean of Attendance, student, and parent/guardian will be held and a doctor’s note or other official documentation validating the excused absence may be required to excuse further absences for the remainder of the year. Once a student reaches twelve or more absences in a school year, a contract will be issued.

The student will also be placed on an **Attendance Card** for six consecutive school days. Only the below excused absences merit the opportunity for make-up work.

Excused absences include:

- A Student’s personal illness
- A serious illness and/or death in the family
- A family emergency (If a student has been absent for a Family Emergency for 2 days, they may be referred to the appropriate Student Service Team Member.)
- Mental Health (5 per year, student service team member will be notified after 2 days)
- Personal (2 per semester before explanation is required)
- College Visits
- Civic event
- An observance of a Religious Holiday

## ATTENDANCE INTERVENTIONS

- **Social Restriction**
  - Students who are absent (excused or not excused) for the school day, may not participate in after-school activities. This includes participants and spectators (i.e. athletics and social events)
- **Attendance Card**
  - Students who miss 5% (9 days) of a semester will be placed on an Attendance Card for 6 consecutive school days. Students will pick up their card from the dean's office each day and return it. If a student misses a day, their days will start over.
- **Attendance Agreement**
  - Students who miss 12 full days or more will be placed on an Attendance Agreement.
- **Attendance Intervention Team**
  - Students will be referred to the Attendance Intervention Team based on their identified attendance needs.
- **Prom Contract**
  - Students are expected to attend school and all scheduled classes daily. Our expectation and desire is for students to understand that their choices and actions are intertwined with all parts of their high school experience. Students who miss 5% (9 days) of the first semester will automatically be placed on an attendance contract for the second semester. Students who do not meet the expectations of the prom contract will be subject to **denial of attending prom**. A copy of the prom contract specifics will be available on Schoology. Underclassmen guests that attend GBN are also subject to prom contracts as well.

\*Contracts are tailored to support each student's attendance needs

\*Extenuating circumstances are taken into consideration for each student

## LEAVING SCHOOL DURING THE DAY/CLOSED CAMPUS VIOLATIONS

Students are not allowed to leave the building unless authorized by the nurse, dean, or attendance office. Students are not allowed to leave the building during their lunch or study hall period. Collaboration Time requires parental permission for Juniors and Seniors on Wednesdays and Thursdays only (See Collaboration Time on page 10 for more information). Students who leave the building without approval are subject to search upon return and can be assigned disciplinary interventions.

## TRUANCY

Absences from class reduce the ability of a student to achieve. Excessive absences can have a negative impact on the entire classroom climate. The Dean's Office will contact the student, issue a progressive discipline consequence, and contact parent/guardian. Students who have excessive trancies may be denied credit for the course. PLEASE NOTE: PowerSchool provides daily attendance information for students, teachers, parents, and administrators to view electronically. Any student who has chronic attendance issues will be referred to the Attendance Dean and the Regional Office of Education, truancy department.

## TECHNOLOGY CENTER OF DUPAGE (TCD)

All TCD students will be provided transportation to and from TCD. All TCD students must check in with the Door #28/29 supervisor prior to departure for attendance purposes. All students must present their I.D. to board the bus and enter TCD.

Students who possess a Glenbard North Parking Pass have the opportunity to drive themselves to TCD. **Paperwork must be completed and approved through the deans' office at Glenbard North High School and the dean's office at TCD to receive permission to drive to TCD.** Students who are approved to drive to TCD may only drive themselves. All school rules apply. Students who violate the school rules and transportation expectations will be subject to disciplinary consequences, which may include a revocation of driving privileges to TCD.

<b>1st Offense</b>	Warning and parent/guardian contact
<b>2nd Offense</b>	Detention and parent/guardian contact
<b>3rd Offense</b>	BIA and parent/guardian Contact
<b>4th Offense</b>	Dean/Parent Conference



**TARDY PROCEDURE**

The tardy tracking system (HERO) emails the parent on file any time their student scans to enter the building after 8:00 AM or scans to obtain a tardy pass. Students are to be in their assigned location prior to the beginning of the period or they are considered tardy. Students who are late to class will not be admitted into their class without a tardy pass. The tardy tracking system (HERO) resets after each 45-day cycle and students will “start over” with their tardies. If assigned a detention students must comply “on or by” the date listed on the printed pass received by the student. All tardies to school over 10 minutes are considered truant. Oversleeping, family errands, babysitting, missing the bus, and car trouble are not acceptable reasons for being tardy. These tardies are truant even if the parent/guardian calls the attendance office to verify tardiness. Students who are more than 5 minutes tardy to class, with the exception of 1st period, may be escorted to the dean’s office to obtain a tardy pass.

\*Students who arrive late and have been called in are excused and need to stop by the attendance office to clear the consequence assigned.

TARDY #	DISCIPLINARY INTERVENTIONS	STUDENT & PARENT/GUARDIAN NOTIFICATION
1-3	Warning	Tardy Pass, Parent/Guardian Email Notification
4+	Lunch Detention	Tardy Pass, Parent/Guardian Email Notification
*Students who fail to serve their detentions in a timely manner and/or allow the detentions to accumulate will be assigned to a Behavioral Intervention Assignment (BIA). *Students may be assigned a more significant consequence if they continue to accumulate tardies after serving a BIA.		

**TARDINESS TO SCHOOL**

If arriving late to school, the student must enter through Door 1, present their ID, obtain a tardy pass, and report directly to class. If a student is marked Tardy Excused to school, the Dean may require medical documentation. The parent must notify the attendance office if the student is late due to a medical appointment or family emergency.

**TARDINESS TO CLASS**

Tardiness is defined as not being in the classroom by the last tone. Each time a student is tardy to class, the classroom teacher will require that the student obtain a tardy slip from a campus monitor in order to enter the classroom.

**TARDINESS TO PE**

All students going to their Physical Education class must be through the doorway that leads down to the locker room by the last tone otherwise students are considered tardy and must obtain a tardy pass.

**TARDINESS TO LUNCH**

All students going to lunch must be past the doors in the North and South hallways (the doorway prior to reaching the 1400 hallway) by the last tone otherwise students are considered tardy and must obtain a tardy pass.

**FAILURE TO SERVE**

Students who fail to serve their detentions will be excluded from after-school events and activities. Students will be required to scan their IDs for football and basketball games, and if they have not served their consequences, they will not be permitted to enter.



## TECHNOLOGY

### TECHNOLOGY USE

See also Policy 6:235 Access to Electronic Networks-Internet Safety and Administrative Procedures 6:235-R Rules and Regulations for Electronic Network Access and use.

### STUDENT GUIDELINES

Access to the District's electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District. The Administrative Regulations governing the Access to Electronic Networks Policy provides a set of guidelines for acceptable use, which include but are not limited to:

Abide by the Generally Accepted Rules of Network Etiquette:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Do not use the network in any way that would disrupt its use by other users.
- **Consider all communications and information accessible via the network to be private property. Examples of misuses of technology that will result in disciplinary action include but are not limited to the following:**
  - 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.
  - Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
  - Downloading copyrighted material for other than personal use.
  - Using the network for private financial or commercial gain.
  - Wastefully using resources, such as printing.
  - Gaining unauthorized access to resources or entities.
  - Invading the privacy of individuals.
  - Using another user's account or password.
  - Posting material authorized or created by another without his/her consent.
  - Posting anonymous messages.
  - Using the network for commercial or private advertising.
  - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
  - Using the network while access privileges are suspended or revoked.
  - Use of unauthorized e-mail and/or chat rooms.
  - Taking pictures or recordings on school grounds is prohibited.
  - Digitally sharing or posting prohibited content will result in Deans' consequences.

### SUPERVISION SOFTWARE

Supervision software is used throughout the school. Students should be aware that work may be electronically monitored.

### BEFORE AND AFTER SCHOOL COMPUTER ACCESS

There are computers in the Library, if available, and a small number of computers in AV (1240). Students must sign in with their school ID on a first-come basis before and after school. Note: These areas are sometimes closed for testing or events before and after school.

### COMPUTER LAB PASSES DURING SCHOOL HOURS

- Each individual student entering AV or the library is required to scan in with a school ID and needs a clearly written, completed pass from the teacher assigning the work.
- Students using AV from "study hall" must have a pass from the teacher assigning the work and must work on computer-related assignments that cannot be completed on the iPad.
- Students using AV from "study hall" may have a 15 minute Study Hall pass to be used if the student only needs to print a document.
- Students using AV from "lunch" must have a pass from the teacher assigning the work and must work on computer-related assignments that cannot be completed on the iPad.
- Students will be sent back to their class, lunch or study hall if spaces are unavailable.

## SAVING STUDENT WORK

Students are encouraged to save all work into their Glenbard Google Drive accounts. Student accounts can be accessed from their iPads while at school or in a WiFi network, and from any computer connected to the Internet. For help with Google Drive accounts, please visit the Tech Help Desk.

## GMAIL & GOOGLE DRIVE

Every student has a Glenbard Gmail/Google Drive account. This is your District provided email and document storage space. If you have questions or problems with your account, please visit the Tech Help Desk.

## POWERSCHOOL

PowerSchool is the student management system for Glenbard 87 and contains all student grade and attendance data. Student registration is also handled through PowerSchool. Students and parents/guardians can view grades, scores, and schedules in PowerSchool.

## SCHOOLGY

Schoology is Glenbard's learning management system where students and parents/guardians will see digital course materials. Schoology is also the common platform where students interact with online discussions, turn in digital work, and take digital assessments. The student Schoology login is the same as the Student Glenbard Google account credentials. **Note: Though some grade information may appear in Schoology, PowerSchool is the official gradebook of record.**

## ATHLETICS

### Glenbard North Athletic Expectations

**Assistant Principal, Athletics**

**Mr. Matt Bowser (630) 681-3189**

**Assistant Athletic Director**

**Mr. Steve Wit (630) 681-3291**

**Administrative Assistant**

**Ms. Darlene Meglio (630) 681-3136**

## INTRODUCTION

This handbook has been prepared to provide student athletes and their parents with important information regarding the rules, policies, and procedures of the Glenbard North athletic program. Please read and review this information carefully, and also make it available to your parents.

Glenbard North athletics are governed by the rules and regulations of the Illinois High School Association (IHSA), Glenbard High School District 87, DuKane Conference, and Glenbard North High School. Glenbard North provides opportunities in 14 girls' and 15 boys' sports. Most of these sports provide multiple levels of competition.

Girls' sports are volleyball, swimming, tennis, cross country, and golf in the fall; bowling, basketball, gymnastics, cheerleading, dance and wrestling, in the winter; softball, soccer, badminton, and track and field in the spring.

Boys' sports are football, soccer, golf, and cross-country in the fall; bowling, basketball, wrestling, cheer, and swimming in the winter; and baseball, tennis, gymnastics, volleyball, lacrosse, and track, and field in the spring.

Students are allowed to participate in one sport each of the fall, winter, and spring seasons.

## PHILOSOPHY OF ATHLETICS

We believe and are committed to the idea that interscholastic athletic competition is an important part of the school curriculum and plays a vital role in the development of young men and women. We believe that athletics is an educational experience beneficial to all participants. We are committed to the idea that participation in an athletic program contributes to the development of physical health and mental

well-being. Students are encouraged to participate in multiple sports. A good athletic program teaches the participants that cooperation, as well as competition, are important parts of the society in which they live.

It is our mission to encourage our student athletes to participate to the best of their ability and to accept any outcome with pride and dignity. Under the guidance and encouragement of our coaches and parents, the ideal student athlete should develop the ability to draw courage from within and have the confidence to rise up and meet any adversity. If our athletes work hard and do what is required in attempting to overcome obstacles, they will be winners in every sense of the word.

**Glenbard North General Requirements:** Student athletes must meet all the requirements set forth by the IHSA, Glenbard High School District 87, DuKane Conference, and Glenbard North High School. Specific team requirements will be outlined to student athletes and parents at the beginning of each season.

**District 87 Extra Curricular Code:** Student athletes must abide by this code. A copy of the code is included in this handbook. Also, student athletes and their parents must provide signatures verifying that the student athletes agree to abide by the code. RULES ARE IN EFFECT FOR 12 MONTHS.

**Sports Registration:** All athletes must register online through PowerSchool to participate in a sport. Students will then be issued a "Gold Card" that will approve them for each sport season. In order to receive a gold card, a student athlete must be registered online and have a current physical.

**Team Awareness Night:** Each student is required to attend a student athlete Team Awareness night at the beginning of each season.

**Scholastic Standing:** Student athletes must have passed 5 credit classes for the preceding semester and must be passing 5 credit classes on a week-to-week basis in the current semester.

**Physical Exam:** To be eligible to try out, practice, or compete, student athletes must have a current physical examination form on file in the school nurse's office. Physical exams are valid for 13 months.

**Participation Fee:** A fee of \$150.00 must be paid by each student athlete. The one-time payment allows an athlete to participate in a sport each season. In accordance with District 87 policy, the fee must be paid by the first contest or the student athlete will not be allowed to compete. This fee is not refundable or transferable.

**Attendance:** Student athletes are expected to attend all classes, practices, and contests. Student athletes who stay home sick must be in attendance at least the last four periods of their schedule to practice or play. Students who are excused from school for reasons other than illness may be eligible with the approval of the Principal or Assistant Principal for Athletics.

**Residence:** Student athletes and their parents must reside in the district unless a special ruling is obtained. All residency or change in residency must be approved by the IHSA.

## **INHERENT RISK**

Student athletes and their parents are to be aware that athletic participation has inherent dangers and risks. Even though participation and practice is within the rules of a sport and the instruction of a coach is followed, one may suffer catastrophic injury. To attempt to avoid the possibility of injury, a coach's instructions regarding techniques, training and team rules must be followed at all times and participation must always be within the rules of a sport.

## **INSURANCE**

Student accident insurance coverage will be provided for each student. Coverage is in excess of all other collective insurance. You should have received a brochure that contains specific details of the coverage exclusions and limitations with your registration package. Football is excluded, but optional coverage is available.

## **INJURIES**

Student athletes should report all injuries to their coach and athletic trainer immediately. Our certified athletic trainer is available to treat injuries and assist with rehabilitation. If a doctor withholds a student athlete from participation, a written release from the doctor is required to resume participation.

## **TRAINING ROOM**

The purpose of the training room is to provide treatment for the prevention and/or rehabilitation of injuries. It is to be used only when necessary. After treatment is completed, student athletes are to leave the training room. Student athletes should inform their coaches when they are in the training room. Do not use material or equipment without the permission of the trainer.

## **TRANSPORTATION**

Bus transportation is provided to and from all away athletic contests. All student athletes are required to ride the team bus or van unless a parent makes a written request prior to the contest. Athletes will then be permitted to travel only with their parents.

## **LATE (AFTER PRACTICE) BUS**

Student athletes are dismissed from practice in time to board one of the athletic late buses, which normally leave at 4:00 p.m. and 5:20 p.m. To ride the bus is a privilege. Mature behavior is expected at all times. Students must present their I.D. card at the request of the driver. Students are also expected to act appropriately while waiting for the late bus to arrive. Any student that does not act appropriately may risk the ability to ride the bus and/or removal from the team.

## **EQUIPMENT**

A student athlete is responsible for each item of equipment issued. Since the equipment may be valued at hundreds of dollars, it should be secured at all times. Lost equipment must be paid for at replacement cost. Grades will be withheld, or in the case of a senior, graduation will not be permitted until equipment is returned or replaced. Participation in a subsequent sport will also be denied if equipment obligations are not met. School issued equipment and uniforms are to be worn only as a member of the school team.

## **LOCKER ROOM GUIDELINES**

All student athletes will be assigned a locker in the locker room. Use only the locker and lock assigned to you and keep it locked at all times. For security reasons, keep combinations confidential. Student athletes are expected to demonstrate appropriate behavior in the locker room. Inappropriate behavior will not be tolerated or may result in extracurricular code violations. Towels and trash should be placed in the proper receptacles.

## **AWARDS POLICY**

A first-time varsity letter winner is awarded an 8" chenille "G". A varsity certificate is given for each subsequent varsity award. 4" chenille numerals are awarded to freshmen. A 4" chenille "G" is presented to first-time sophomore and junior varsity award winners. Three-sport patches are awarded to each student athlete who participates in three sports during the school year. The "12 sport award" is awarded to seniors that participated in 3 sports for 4 years. A Most Valuable Player award is also presented for each varsity sport.

## **ALL-CONFERENCE & ALL-STATE PICTURES**

Student athletes named to an all-conference team will have an 8 x 10 picture on display with other all-conference athletes for the remainder of the year. A record will be kept of all-conference athletes and will be displayed in our TouchPro Screen. Student athletes named to an all-state team or who earn an individual state medal will have an 11 x 14 picture on display with other all-state athletes.

## **ATHLETIC AND OTHER EXTRACURRICULAR ACTIVITY RECOGNITION**

Glenbard District 87 students are involved in a variety of activities, perform at a high level, and the District commends them all on their many accomplishments. The District will formally recognize students and/or teams that have placed in the top three in state competitions in IHSA sponsored events. The District further recommends that all public displays in the community be for students/teams that have placed in the top three in IHSA state competitions. For more information on IHSA sponsored events, see the IHSA website, [www.ihsa.org](http://www.ihsa.org).

## **SUMMER CAMPS**

Summer camps are offered for many sports at Glenbard North. All camps are offered through the Carol Stream Park District. Information can be obtained in the athletic office or at Carol Stream Park District. Financial assistance may be available for those in need. Insurance for all summer camps is not provided through Glenbard North HS or District 87.

## **GB ATHLETIC BOOSTER CLUB**

The Glenbard North Athletic Booster Club is a tremendous supporter of the athletic program. ALL PARENTS ARE ENCOURAGED TO JOIN THE BOOSTERS. Glenbard athletics expects each parent to donate 3 hours per year to the athletic boosters. Each school year, the Boosters purchase thousands of dollars of equipment for the athletic program. Also, the Boosters award multiple scholarships each year to graduating seniors whose parents are members of the club. Season passes can be purchased from the Boosters. Please visit the Athletic boosters at [www.gbnboosters.com](http://www.gbnboosters.com)

## **STUDENT ACTIVITIES**

**Philosophy:** Glenbard North High School encourages students to participate in a wide range of extracurricular activities because our school considers such participation to be vital to our students' educational and social growth. In activities, students are able to take initiative by planning and executing school events and projects. Such experiences equip students with the capacity to thrive as leaders now and in the future. Being involved in activities helps students reach their full potential by offering them an opportunity to be creative, collaborate with others, develop communication skills, think critically about the wider world, embrace diversity, and become self-empowered. Furthermore, activities at Glenbard North High School offer a safe haven for students from all backgrounds to pursue their interests and develop their talents. It is our goal to connect Glenbard North's diverse student population with these amazing extracurricular opportunities.

District 87 Extracurricular Code: Students involved in student activities must abide by this code. A copy of the code is included in this handbook. Also, students and their parents must provide signatures verifying that the student agrees to abide by the code. RULES ARE IN EFFECT FOR 12 MONTHS.

Kevin Erday  
Student Activity Director  
(630) 681-3402

Erika Willis  
Assistant Principal for Student Services  
(630) 681-3190



## ACADEMIC INFORMATION

We encourage families and students to review Glenbard High School District 87 policies found on our website. Please take the time to review all policies.

[Glenbard High School District 87 Policy Manual](#)

Policies listed below reflect information families and students should be aware of, specific to the following categories:

### **Academics and Grading**

6:280 Grading and Promotion  
6:280-AP1 Assignments of Grades and Credit  
6:280-AP 2 Administrative Procedure – Weighting of Grades  
6:280-AP 3 Administrative Procedure – Grading System  
6:280-AP 4 Administrative Procedure – Monitoring Student Progress  
6:280-AP 5 Administrative Procedure – Mandatory Final Evaluation or Formal Evaluation  
6:280-AP 6 Administrative Procedure – Audit Course  
6:330 Achievement and Awards  
7:215-AP1 Administrative Procedure – Academic Honesty

### **Attendance, Student Expectations and Privacy**

7:70 Attendance and Truancy  
7:240 Extracurricular Code for Participants in Extracurricular Activities  
7:240-E1 Administrative Exhibit - Glenbard High School District 87 Extracurricular Code  
7:300 Extracurricular Athletics  
2:260 Uniform Grievance Procedure  
4:110-AP1 Administrative Procedure - Transportation Procedures  
9:010-E1 Administrative Exhibit - Acceptable Use of Technology Policy (AUP) Authorization Forms  
9:010-E2 Administrative Exhibit - Glenbard District 87 Technology Rental & Security Agreement  
6:240 Sponsored and Non-sponsored Field Trips and Educational Tours  
6:240-AP1 Administrative Procedure - Student Field Trips  
6:240-AP2 Administrative Procedure - Educational Tours  
7:10 Equal Educational Opportunities  
7:15 Student and Family Privacy Rights  
  
7:20 Harassment of Students Prohibited  
7:140 Search and Seizure  
7:140-AP3 Administrative Procedure - Use of Canine Search Units for Building, Grounds, Lockers, and/or Automobiles  
7:160 Student Appearance  
7:180 Prevention of and Response to Bullying, Intimidation, and Harassment  
7:185 Teen Dating Violence Prohibited  
7:190 Student Behavior  
7:190-AP1 Administrative Procedure - Student Handbook – Hazing Prohibited  
7:220 Bus Conduct  
7:220-AP1 Administrative Procedure - Electronic Recordings on School Buses  
7:335 Using a Photograph or Videotape of a Student  
7:340 Student Records  
7:340-E1 Administrative Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records  
7:350 Video Surveillance/Notification  
7:10-AP2 Administrative Procedure - Non-discrimination Notification

### **Health & Wellness**

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students Policy  
7:270 Administering Medicines To Students  
7:270-E1 Administrative Exhibit - School Medication Authorization Form  
7:285 Allergy Policy

### **Employee code of professional conduct policy**

Policy 5:120 - [https://boardpolicyonline.com/?b=glenbard\\_87&s=271133](https://boardpolicyonline.com/?b=glenbard_87&s=271133)

## DISCLAIMER

*This version of the student handbook contains policies, procedures, and exhibits already in place at the time of publication. These are subject to change or to be eliminated as a result of actions taken by the State, federal government, or the School Board. A complete set of current policies is located on the District 87 website. See the [Transparency page](#).*

### **Students with Disabilities**

Students with disabilities who do not qualify for an individualized education program (IEP) pursuant to the federal *Individuals with Disabilities Education Improvement Act* (IDEA) and implementing provisions of the *Illinois School Code* may qualify for services under Section 504 of the federal *Rehabilitation Act of 1973*. A student may qualify for a Section 504 Plan if the student: (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Section 504 contains a broader definition of a disability than the IDEA, so a student who does not qualify for an IEP might still be able to receive accommodations and related services under a Section 504 Plan. For more information regarding the identification, assessment and placement of students, please contact:

Erika Willis  
Assistant Principal of Student Services  
Glenbard North  
630-681-3190  
Erika\_willis@glenbard.org.

\*Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

### **New School Code language [105 ILCS 5/14-6.01]:**

Beginning with the 2019-2020 school year, a school board shall post on its Internet website, if any, and incorporate into its student handbook or newsletter notice that students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Such notice shall identify the location and phone number of the office or agent of the school district to whom inquiries should be directed regarding the identification, assessment and placement of such children.

## ATTENDANCE PHILOSOPHY

Our attendance policy is based upon the following assumptions:

1. In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities imposed upon parents, it is the policy of District 87 that students shall attend school on a regular basis. Student attendance in class is not optional; it is a requirement of every class. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of self-discipline and responsibility. The Board of Education further believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance.
2. While the major responsibility for attendance rests with the student, the school and the parents share responsibility. Students are expected to attend every meeting of every class and study hall; the school has an obligation to inform both students and parents of the student's progress and attendance in all classes; and parents/guardians are obligated to inform the school when their student is absent and to give the reason for the absence.

Excessive absences from school limit the ability of a student to achieve. For this reason, attending school on a regular basis is a requirement for all students. The entire staff at Glenbard District 87 has a responsibility to hold students accountable in this area. For this reason, we maintain the following intervention strategies related to attendance:

- Our student data management system, PowerSchool will provide daily attendance information for teachers, parents/guardians and administrators to view electronically.
- Attendance staff will screen truanancies daily and call home for any student who is three or more periods truant within any given day.
- Whenever a student is truant from a class, the Dean's Office will contact the student the following day to confirm the truancy. Truanancies will be documented in PowerSchool and a letter to the student's parent/guardian will be generated on the next school day.
- **For every truancy (unexcused absence) there will be a contact with the student, an attempt to call the student's parent, a letter sent to the parent and a consequence or intervention with the student.**
- After five truanancies and five interventions for an individual course, a student may be denied credit for the course. Those who are denied credit will be referred to their guidance counselor to explore credit options.



- Excessive excused absences interfere with student achievement. A student who has excessive absences will be required to provide medical documentation for each absence or meet with the school nurse on the same day in order to excuse absences. During any given semester, when a student reaches over nine absences from a class there will be an attendance conference with the student's Dean and parent contact will be made. Should the student reach twelve or more absences, a doctor's note will be required to excuse further absences. After fifteen absences, a student may lose credit for the individual class. Those who are denied credit will be referred to their guidance counselor to explore credit options.
- Any student who has chronic attendance issues may be referred to the DuPage County Truancy agency, Truancy Intervention Program.

## **DANCES and SOCIALS**

The following regulations apply to dances and socials:

1. Dances and socials are usually open to Glenbard students only. A Glenbard student may bring one guest to a semi-formal or formal dance by obtaining a permission slip from the office of the Assistant Principal for Student Services prior to purchasing tickets.
2. Approved student guests attending dances must be at least in ninth grade and under 21 years of age.
3. There is to be no use of tobacco, alcohol, or drugs in the school building or at the event. Violations will result in disciplinary action.
4. After students have been admitted to the dance, students will not be re-admitted if they leave the premises. School rules and regulations are in effect at all dances. Violators will be reported to the administrator in charge and may be subject to disciplinary action.



### **Illinois High School Association**

(For 2024-2025 School Term)

**This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.**

#### **Key Provisions Regarding IHSA Rules**

##### **Eligibility Rules**

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 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 inter-scholastic 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](http://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) consecutive 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 guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

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 newschool.
- 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.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your **junior** year and are not otherwise in compliance with the transfer eligibility by-laws.

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 regarding 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 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 and **Name, Image, and Likeness (NIL)**

- 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 **not to exceed \$300**.
- B. For participating in competition in an interscholastic sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed **\$150** in 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 kid's league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

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

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

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - 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 a 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 of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center 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.**

### REQUEST FOR ACCOMMODATION FORM

It is the policy of the IHSA to provide accommodations for students with disabilities pursuant to the IHSA Policy for Accommodations. Disabilities include mental, physical or visual impairment which substantially limits a major life activity. A student, his/her parent/guardian, or member school may request an accommodation by submitting this form to the IHSA.

**To submit a request – go to this online link:**

**<https://www.ihsa.org/documents/forms/current/Request%20for%20Accommodation%20Form.pdf>**

### ILLINOIS STATE SEAL OF BILITERACY PROGRAM

Glenbard Township High School District 87 participates in the Illinois State Seal of Biliteracy program. The program recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English, by designating on a student's transcript and high school diploma his or her receipt of the State Seal of Biliteracy. By law, Illinois public universities must grant college credit for students who have earned the Seal of Biliteracy.

Students may demonstrate proficiency in a targeted foreign language on the Assessment of Performance toward Proficiency in Languages (AAPPL) or the Standards-Based Measurement of Proficiency (STAMP) test.

Please contact the Program Coordinator, Mike Fumagalli at [michael\\_fumagalli@glenbard.org](mailto:michael_fumagalli@glenbard.org) with any questions.

### THE EDUCATIONAL RIGHTS OF ILLINOIS' CHILDREN & YOUTH IN HOMELESS SITUATIONS

Statewide Access to Education for Homeless Children and Youth

If you have any questions regarding the educational rights of homeless children and youth in Illinois, you can contact:

**Glenbard Twp High School District 87 Homeless Liaison  
Ms. Janet Cook, Assistant Superintendent for Student Services  
(630) 469-9100 or contact the school Assistant Principal of Student Services**

#### **The Educational Rights of Homeless Children & Youth**

Homeless children and youth face special problems in getting to school and staying in school. Many homeless families move during the school year, sometimes more than once. School records get lost. Physical examinations and immunizations required for school may be hard to get. Both Illinois and federal law – the Illinois Education for Homeless Children Act and the federal McKinney-Vento Homeless Assistance Act – require that school district liaisons provide assistance to homeless children and youth to solve these problems. These liaisons have an ongoing obligation to understand the barriers faced by homeless children and youth in enrolling, attending and succeeding in school and an obligation to address those barriers, whatever they may be.

Illinois school district liaisons are required to take action to help children and youth who are homeless. The educational rights and benefits for homeless children and youth are described below.

#### **Who is Homeless?**

The definition of “*homeless*” under Illinois (and federal) law is very broad. It includes a person who lacks a “fixed, regular and adequate nighttime” abode; a person whose primary nighttime residence is a shelter (including transitional housing or hotels) or a place not ordinarily used by human beings for sleeping (box, car, etc). **This definition is broad enough to include “the hidden homeless”, i.e., children and youth that are temporarily doubled-up in housing because they cannot afford a place to live.**

## TECHNOLOGY

### **iPad Rentals**

District 87 has completed the transition from textbooks to electronic devices. All students are now issued iPads for instruction and the majority of curriculum materials will be delivered electronically. There will be an established annual rental fee which includes insurance, technical support and use of loaner equipment. After the family has made 4 annual rental payments over the student's career at Glenbard and the student's account is paid in full, the device will become the property of the student. Glenbard charges an annual fee for digital curriculum. Any curriculum materials not provided electronically will be provided at no additional cost. This includes textbooks, paperback novels, and workbooks. Items that will still need to be purchased include PE uniforms and locks, and any supplies required by the teacher for that specific course.

### **LATEX BAN**

Many students have latex allergies and our schools will take every step to ensure that our students are safe and healthy. **This means that latex products like latex balloons and silly string will not be allowed on campus at any time.**

### **Domestic Violence Hotline Information**

#### **Victims of Sexual Assault Advocacy**

<https://ywcachicago.org/advancing-healing-safety-and-belonging>

[https://www.dupagecounty.gov/elected\\_officials/state\\_s\\_attorney/victims\\_and\\_witnesses/victim\\_services.php](https://www.dupagecounty.gov/elected_officials/state_s_attorney/victims_and_witnesses/victim_services.php)

#### **Therapy/Counseling for Victims of Sexual Assault**

YWCA Sexual Violence and Support Services  
2055 Army Trail Road, Suite 140  
Addison, IL 60101  
630-790-6600 X 2479

<https://211dupage.gov/index.php/component/cpx/?task=resource.view&id=1315238>

<https://www.icasa.org/>

<https://www.dupagesheriff.org/VictimServices>

#### **Education for Adults/Community (Warning Signs of Victims of Sexual Assault)**

<https://ywcachicago.org/advancing-healing-safety-and-belonging>

#### **Hotline Numbers**

The National Domestic Violence Hotline: 1-800-799-SAFE (24/7-many languages)  
The National Sexual Assault Hotline: 1-800-656-HOPE (24/7-Free and confidential)

### **FERPA NOTICE: [Family Educational Rights and Privacy Act \(FERPA\) Notice](#)**

The federal *Family Educational Rights and Privacy Act* (FERPA) [20 U.S.C. § 1232g; 34 CFR Part 99] and the *Illinois School Student Records Act* (ISSRA) [105 ILCS 10/1 et. seq.; 23 Ill. Adm. Code § 375] afford parents and students certain rights with respect to school records.