

WJHS Handbook

2023 - 2024

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District Information

Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the District #201 office.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building. **Upon entering, visitors should immediately ring the second doorbell to identify themselves and inform office personnel of their reason for being at school.**

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

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

Emergency Closings

In the event of a school closing for emergency reasons, the District Office will activate our automated calling system and report the closings to the Emergency Closing Center website www.emergencyclosing.com, which reports to local television and radio stations. **It will also be communicated if this the closing will be an online learning day.**

Enrollment Information

Admissions and Student Residency

All students must register for school each year on the dates and at the place designated by the Superintendent.

Students enrolling in the District for the first time must present:

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

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

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

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

Homeless Child's Right to Education

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school in the attendance area in which the child or youth is actually living.

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

Military Service Obligation Exception

The board of education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation. Press Policy: 7.60 (102A)

Accelerated Placement Program The Board of Education has a policy regarding an Accelerated Placement Program (APP). To view the criteria and process, please visit the district website. Press Policy: 6:135

Fines, Fees, and Charges; Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students are responsible to pay for the loss or damage of schoolbooks or other school-owned materials. Fees for textbooks, and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, equipment, and/or athletic participation or club activity fees. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the business office will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 630-468-8200 or the CUSD 201 Business Office 630-468-8000.

Attendance Policy

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

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

Student Absences

There are two types of absences: excused and unexcused (Please read further for descriptions of each type). All other absences are considered unexcused.

EXCUSED ABSENCES

- **Student illness**
up to 7 times with parent/guardian contact; 3 consecutive days may require a physician's excuse
- **Student illness**
beyond 7 times with medical documentation or determination by school nurse
- **Quarantine** as imposed by health official
- **Student medical appointments** with physician documentation
- **Mental Health Day** (up to 5 per year)
- **Death** in the immediate family (parents, siblings, grandparents) – Additional information may be requested by administration.
- **Family emergency**-Additional information may be requested by administration.
- Observance of a **religious holiday**
- **Court appearances** with documentation

UNEXCUSED ABSENCES/TARDIES

- Any absence or tardy that the parent/guardian has **not reported** to school

- Any absence or tardy that the parent has **not consented** to
- **Student illness beyond 7 times w/o medical documentation**, even with parent/guardian contact
- **Family vacation**
- **Court appearances** w/o documentation
- Any instance of truancy is not excused
- Absence or tardiness due to oversleeping, transportation, or family issues other than emergency
- Non-district sport activities, events, clubs, recreational activities.

The principal may approve other absences not covered as excused or unexcused. The school may require documentation explaining the reason for a student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 630-468-8291 before 8:00 a.m. to explain the reason for the absence.

If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, all numbers listed in Skyward will be called. If no contact is made, a school official may contact law enforcement to conduct a well being check.

Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. When calling in an absence, a reason must be given, i.e., vacation, family business, funeral, cough, vomiting, etc. Please state your name and your student's name along with the reason for the absence. When a child is hospitalized or is absent for more than three (3) consecutive days, a physician's note will be necessary to return to school. In addition, in the case of chronic or frequent absences, a physician's note may be required for each day or days of 5 absence reported due to illness. This physician's note must document each day the child was absent and the diagnoses for each absent day.

If your student is absent from school you may make arrangements for one of his/her classmates to pick up homework for them on that day. Homework may be requested from the office for students who will be absent, and it will be ready for pickup in the school office at 3:30 p.m. on the following day. Following any absence, it is the student's responsibility to inquire about missed schoolwork or exams and to complete them. A student will be allowed one day to make up work for every day of excused absence. Westmont Junior High School understands there could be extenuating circumstances influencing the time assignments could be made up.

Parents will be notified, in writing, in the event their child is absent all or part of 5% of days that school is in session. This notification will take place regardless of medical excuses. These notifications are sent when a student is approaching or has reached this threshold. Parents are hereby notified that if the excessive absenteeism continues, a referral will be made to the DuPage County Regional Office of Education. If your child has an accident that results in stitches, casting, splinting, or crutches and is unable to participate in physical education, a physician's note is required. It is expected that if the student cannot participate in physical education, they also cannot participate in after school sports.

Your child should stay home for these reasons:

1. Fever of 100 degrees or more. Keep the child home for 24 hours after the temperature returns to normal (below 99 degrees) without medication.
2. Vomiting or Diarrhea. Keep the child home until 24 hours after the last episode.
3. Rash. See your physician and obtain a note stating when it is safe for your child to return to school.

Tardiness

In order to maximize instructional time, it is imperative that all students arrive to class on time. All students must be in their classroom before the beginning of instruction. Students who are continually tardy to class will face disciplinary action and will jeopardize the student's ability to be successful in the classroom. Three or more tardies during a semester constitute an after school detention. Chronic tardiness may result in a student being withdrawn from a STAR, E-Period, or Exploratory class if teacher, guidance, parent and administrative interventions are not successful in curbing student tardiness.

Truancy

Truancy, as defined by the Illinois School Code, is “Absence without valid cause for a school day or portion thereof.” Valid cause is defined as “illness, death in the family, family emergency, religious holidays, and situations beyond the control of the student as determined by the school or circumstances which cause reasonable concern to the parent for the safety and health of the student”.

Truancy from school or class will be construed as the student intent to receive no credit for avoided class assignments. Class cuts and truancy from school result in administration of corresponding discipline.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the building principal at least 5 calendar days before the student’s anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student’s absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

School Day

1. Students are not to arrive at school before **7:45 a.m.** and are expected to leave the building by 3:30 p.m. unless they are participating in a teacher-supervised activity. All students must be in their classroom before the bell rings to begin instruction. Students who are continually tardy to class will face disciplinary action.
2. Any student waiting for a ride after 3:30 p.m. must remain in the school building until their ride arrives.
3. Students tardy to school (after 8:20) will receive an after school detention for more than 2 unexcused tardies in a semester. Parents/guardians of students with chronic tardies to school, both excused and unexcused, will be contacted by the school administration. These actions may result in a disciplinary consequence.
4. Students must attend school for at least the last four class periods on a day of after school/evening events, in order to participate in the after school or evening event – unless that event has required attendance for a class. Exceptions due to unusual medical appointments are possible, providing there is a parental note of explanation and pre-approval by school administration.
5. Students serving an "office assigned" after school detention (as opposed to a teacher assigned after school detention) must go home on the 4:15 p.m. bus -attendance at any after school activity in progress will not be allowed without permission from the principal or assistant principal.

Rights and Responsibilities

HEALTH

Medical/Dental/Vision Examinations

All physical examination forms are available on the CUSD 201 Website, www.cusd201.org, in the Resources section/Health Information, as well as the WJHS website in the “Athletics” section.

Physical Examination

Good physical and mental health is critical to academic success. Your student’s safety is our first priority. A complete Physical Exam is required for all students entering school for the first time (any age), all students entering Illinois schools for the first time (any age), Kindergarten, Sixth grade and Ninth grade. A complete physical must be signed and dated by a parent or guardian, and the physician. A complete physical includes the following:

1. Immunizations, signed and dated by health care provider
2. Parent's report of Health History, signed and dated by parent/guardian
3. Physician's exam, signed and dated by health care provider

Exams done within the 12 months prior to the school start date in August are acceptable. Forms should be submitted before the first day of school but no later than October 15th. Any students who have not submitted a complete physical exam by October 15th will be excluded from school. New students who have not submitted a complete physical exam within 30 days of entry will be excluded.

Immunizations

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

Exemptions to Immunizations or Examinations

Parents or guardians who request a religious exemption to immunizations or examinations must submit a **Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form** (Public Act 099-0249) if their child is entering Kindergarten, Sixth, or Ninth grade. A separate form must be used for each child. Contact your school nurse for assistance.

This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions.

Dental Examination

Good dental health is directly related to good physical health. Both are critical to academic success. Dental examination forms are required for all students entering Kindergarten, Second and Sixth grades. Exams done within the 12 months prior to the school start date in August are acceptable. Forms should be submitted before the first day of school but no later than May 15th. Any families who are unable to obtain an examination due to hardship must submit a waiver form to the school. Contact your school nurse for assistance.

Vision Examination

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

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

Sports Physical

To be eligible for participation in interscholastic athletics at Westmont Junior High School and Westmont High School, each child must have a current satisfactory physical examination on file in the Athletic Department Office. This is to be completed each school year. For sixth grade students and freshmen students, the physical examination form already required for their grade levels will suffice. It is not necessary to submit an additional exam.

All other years of participation require the IHSA (Illinois High School Association) sports physical examination.

These physical examination forms may be obtained from the school office or on the CUSD 201 and school websites.

Accident or Illness

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

1. Contact the parent/guardian of the student.
2. If the parent/guardian cannot be reached, the emergency contact listed on the student's emergency form will be called. Please be certain that the school has two emergency numbers for your child that can be reached during school hours.
3. In the event a student becomes ill or injured at school, the school nurse or secretary will call the

parent/guardian to pick up their child within one (1) hour. The parent/guardian will be expected to provide transportation home for their child. In the case of an injury to the head for which the student does not show any symptoms, a letter will be sent home with the student indicating the injury & symptoms to watch for that may require physician or Emergency Room visit.

4. If the injury requires emergency medical attention, an ambulance will be called and the student will be taken to a nearby hospital, as designated by the parent/guardian on the emergency form.
5. A student, upon returning to school, should be able to participate in the entire school program, including gym unless excused by a physician's note.
6. Please keep the office informed of any changes in phone numbers, yours or the emergency numbers to be called if you cannot be reached.
7. The Board of Education purchases insurance coverage for all students in the District that will cover them during all school-sponsored events. As an enrolled student at CUSD 201, your child will automatically be covered by this accident insurance at no cost to parents. This insurance covers students injured during the regular school day and at any school-sponsored and supervised activity.

Additional insurance covering the student for the entire 24-hour period and dental coverage is available for parents to purchase. You can obtain more details on the rates & benefits at www.k12specialmarkets.com.

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

Medication

(In accordance with Board Policy 7:270)

Administering Medicines to Students

School Nurses follow the [Recommended Guidelines for Medication Administration in Schools](http://www.dhs.state.il.us/OneNetLibrary/27897/documents/schoolhealth/MedGuide2000.PDF) booklet provided by IDHS and ISBE: <http://www.dhs.state.il.us/OneNetLibrary/27897/documents/schoolhealth/MedGuide2000.PDF>

It states: *The administration of medication to students should be discouraged unless absolutely necessary for the student's health.*

Medications are defined as either prescription or non-prescription (over-the-counter). The administration of medication to students during school hours is discouraged unless absolutely necessary for the student's health and well-being. When a student's physician and parent/guardian determine it is absolutely necessary for the student to take medication during school hours, the parent/guardian must follow district procedures related to providing and dispensing medication.

1. A **School Medication Authorization Form** must be completed, signed and dated by the parent/guardian and the health care provider before medication can be administered.
2. All medications, whether prescription or over-the-counter, must be brought to the school by a parent/guardian or authorized adult and given directly to school office staff or the school nurse.
3. All prescription medication must be in a pharmacy provided container with a proper label that includes the name of the child, name of the physician, name of the medication, and exact dosage instructions.
4. All over-the-counter medication must be in the original, unopened container with the student's name clearly written.
5. No student shall possess or consume any prescription or over-the-counter medication in their desk or locker, or on their person, other than as provided for in this policy.
6. No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or over-the-counter medication, until a completed and signed **School Medication Authorization Form** is provided by the parent/guardian.

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

Asthma/Inhalers

If your child has Asthma, an Asthma Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted to the school prior to the student's first day of attendance and annually thereafter. The Asthma Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

1. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Asthma Plan.
2. Inform the school in a timely manner of any change that needs to be made to the Asthma Action Plan.
3. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

In keeping with state law, specific medication for the treatment of asthma (a rescue inhaler) may be brought to school by a student and possessed by the student for use as directed.

These medications require:

1. A School Medication Authorization Form signed by a parent, And
2. Either: A School Medication Form signed by the health care provider, OR A Pharmacy label on the inhaler Including student's name, physician's name, and instructions for use. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of a medication, or the storage of any medication by school personnel.

Any student exhibiting an Asthma Attack without medication or proper documentation will be cared for by local EMS. For further information, please contact the school nurse.

Severe Allergy/Epinephrine Injector

If your child has a Severe Allergy, an Allergy Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted to the school prior to the student's first day of attendance and annually thereafter. The Allergy Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

1. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Allergy Action Plan.
2. Inform the school in a timely manner of any change that needs to be made to the Allergy Action Plan.
3. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

In keeping with state law, specific medication for the treatment of Severe Allergy (epinephrine injector) may be brought to school by a student and possessed by the student for use as directed.

These medications require a **School Medication Authorization Form** completed and signed by the health care provider and a parent.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's

self-administration of a medication, or the storage of any medication by school personnel.

Any student exhibiting an allergic reaction without medication or proper documentation will be cared for by local EMS. For further information, please contact the school nurse.

Diabetes

If your child has Diabetes, a Diabetes Care Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted prior to the student's first day of attendance and annually thereafter. The Diabetes Care Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

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

For further information, please contact the school nurse.

Seizures

If you child has Seizures, a Seizure Emergency Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted prior to the student's first day of attendance and annually thereafter. The Seizure Emergency Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

1. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Seizure Emergency Action Plan.
2. Inform the school in a timely manner of any change that needs to be made to the Seizure Emergency Action Plan.
3. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

For further information, please contact the school nurse.

Contagious Diseases/Contagious Conditions

In an effort to assure the health of all students, your child should stay home for these reasons:

1. Fever of 100.0 degrees or more. Keep the child home for 24 hours after the temperature returns to normal (below 99 degrees) without medication.
2. Vomiting or Diarrhea. Keep the child home until 24 hours after the last episode.
3. Rash. See your physician and obtain a note stating when it is safe for your child to return to school.

Any of these symptoms indicate your child is ill and could be contagious. When calling in your student's absence, indicate if he/she has influenza or an influenza-like illness (fever, cough, and/or sore throat in the absence of another known cause), or, another reason for being absent.

Attendance/Absence when ill

Please refer to the "Attendance Policy" of the handbook under the "Student Absences" section.

Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any

student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

- placing the student in reasonable fear of harm to the student's person or property;
- causing a substantially detrimental effect on the student's physical or mental health;
- substantially interferes with the student's academic performance; or
- substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a computer or other similar electronic equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Investigations will involve administration speaking with all students/staff that are involved in or are a witness to the bullying. Any written or electronic documentation, if involved in the bullying will be reviewed. The police department may be consulted if necessary. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified & given the opportunity to meet with school administration to discuss the incident, findings & any disciplinary or restorative measures that will be taken. Parent will be informed of the availability of the school social worker. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Bullying is not a one-time occurrence, an accident, or an argument between friends/associates.

Students do not always recognize the difference between peer conflict and bullying. All reports of bullying are investigated thoroughly at Westmont Jr. High. However, most incidents bear the characteristics of peer conflict rather than bullying. So, let us take a look at the difference. Being able to identify the differences enables us to respond appropriately.

PEER CONFLICT – Both students.....

- have equal power
- do NOT seek control or attention
- want to solve the problem but don't know how (due to inexperience)
- feel remorse
- are not deliberately trying to hurt each other

BULLYING – One student (or group)

- have imbalance of power in the situation
- exert control by intimidation, insults, threats

- show little if any remorse and makes no attempt to resolve situation
- commits deliberate, hurtful acts

Cyber-bullying

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

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

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

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Mrs. Nadine Norris, Director of Technology, Teaching and Learning, and TDB, serve as coordinators for inquiries (information, complaints and grievances) regarding Title IX (prohibits discrimination on the basis of sex in educational programs) and Section 504 of the Rehabilitation Act (prohibits discrimination on the basis of handicap in any program or activity receiving federal financial assistance). Mrs. Norris may be reached at South School, 133 South Grant St., Westmont, Illinois, 60559. Phone: 630.468.8014.

Privacy Protections - Student Records

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. Email requests are not acceptable.

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

- The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
- The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;

juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

Instructional Material

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

Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal. Email requests are not acceptable.

Surveys Requesting Personal Information

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

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

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

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services,

and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, Multilingual Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the district office.

Notification will be given before application of the pesticide. Prior notice is not required if there is no imminent threat to health or property.

School Visitation Rights

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

Sex Education Instruction

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

School Property Searches

School authorities may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school property owned and controlled by the school, and personal effects left in these places without a search warrant and without the notice and consent of the student. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. [Illinois School Code 5/10-22.6(e)]

Student Services

Special Education

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

Speech Therapist

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

School Health Services

Health services are available at all schools under the direction of the District Nurse and supported by Registered Nurses and designated school staff. Major responsibilities include day-to-day care, first-aid, medication administration, communicable disease prevention, injury prevention, emergency care, Vision and Hearing Screening, and Dental Screening.

Social Services

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

Psychological Services

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

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Referrals and more specific information may be found by contacting any building administrator(s) or the Student Services office.

Case Study Evaluation

CUSD 201 provides Case Study Evaluations following referral and parent consent. A parent request for an evaluation is made through the school principal or through the director of student services. After consideration of the request, and in accordance with established procedures, the appropriate members of the student services team will convene to discuss the reasons and relevant factors for the request. A written response to a request for evaluation is completed and maintained in the student's temporary record. If eligibility for services is determined, the appropriate services for a special education student are documented in an Individualized Educational Plan (IEP). Parent consent is required for placement in special education and for delivery of appropriate services. Records of all evaluations, IEPs and multi-disciplinary conferences are kept in students' temporary files. Temporary records must be maintained at least five years after a student has transferred, graduated, or has otherwise permanently withdrawn. The parents/guardians of a student with special needs have a right to examine all information contained in a student's school records, receive an explanation of the contents, and obtain copies of the contents at their own expense. Additional information regarding special education policies and procedures may be found at the Office of Student Services.

English Language Learners

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

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
7. Provide information to the parents/guardians of English Language Learners about: the reasons for their child's identification, their child's level of English proficiency, the method of instruction to be used, how the program will meet their child's needs, specific exit requirements of the program, how the program will meet their child's individualized education program, if applicable, and information on parent/guardian rights.

Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services that address individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time.

Contact school administration if you have questions about at risk programs in CUSD 201.

Discipline

Prohibited Student Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling tobacco materials, alternative nicotine, or similar substance products by students, is not allowed (i.e. e-cigarette or hookah pens).
- Using, possessing, distributing, purchasing, or selling:
 - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

- Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
- Use of a personal electronic device without staff approval
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic/SMART devices, including SMART watches, in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic/SMART devices, including SMART watches, must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP) or 504 Plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone or SMART device.
- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- No student-owned portable speakers are allowed on buses or in school

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

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

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

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

Minor offenses include, but not limited to:

- Food/Drink in Restricted Area
- Disrespect for Others
- Disruption of Learning Environment
- Inappropriate Language/Communication
- Cheating
- Tardiness
- Truancy
- Inappropriate Social Interaction
- Inappropriate Attire
- Cell Phone Disruption (After the second cell phone disruption parents/guardians will be required to pick up the telephone from an administrator)
- Inappropriate use of electronic devices in school. (Ex. cell phones, mp3 players, games etc.)

Teacher Intervention Options

- Warning
- Student/Teacher Conference
- Phone Contact

- Parent/Teacher Conference
- Detention

Administrative Intervention Options

- Warning
- Loss of Privilege
- Student/Teacher Conference
- Parent Notification or Conference
- Detention
- Suspension

Major Offenses Include, but are not Limited to:

- Repeated Disruption
- Repeated Tardiness/Truancy
- Inappropriate Use of School Facility/Inappropriate Student Contact
- Use of Tobacco Products
- Repeated Dress code Violation
- Gambling
- Gross Disrespect
- Insubordination
- Intimidation, Sexual Harassment (Aggressive Reporting Form, 1-10 day suspension, possible recommendation of expulsion)
- Bomb Threat, Arson, False Fire Alarms (10 day suspension, possible recommendation of expulsion)
- Fighting
- Resisting Intervention
- Theft
- Vandalism
- Violation of Technology Acceptable Use Policy (loss of privilege/1-8 day suspension, financial restitution)
- Gang Activity
- Drug/Alcohol possession and/or under the influence (including paraphernalia) (8-10 day suspension, possible recommendation of expulsion)
- Drug Possession with intent to distribute (10 day suspension, possible recommendation of expulsion)
- Weapons Violation (10 day suspension, possible recommendation of expulsion)
- Chronic Discipline Incidents (1-10 day suspension, possible recommendation of expulsion)

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

During in-school suspensions, students will be housed in the front office for the day. School work will be given to the student to complete during this time.

Disciplinary measures may include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
5. Suspension of bus riding privileges
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar 18 years. An expelled student is prohibited from being on school grounds
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons
8. Notifying parents/guardians
9. Temporary removal from the classroom

10. In-school detention for a period not to exceed 5 school days

11. After-school study or Saturday study provided the student's parent/guardian has been notified

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

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

Corporal Punishment

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

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

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

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

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

- wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia, hairstyle or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang;
- use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- request any person to pay protection or otherwise intimidate, harass or threaten any person;
- commit any other illegal act or other violation of district policies, or incite other students to act with physical violence upon any other person.

Suspension Policy and Due Process Procedures

In disciplinary cases where a student is removed from a classroom for a day or longer (i.e. in school detention and/or out-of-school suspension), the district affords a due process procedure. Due Process ensures that the student shall be informed of the charges and has the right to respond.

In accordance with Illinois School Code 105 ILCS 5/10-20.14, including recent (September 16, 2016) amendments of

Sections 10-20.14, 10-22.6, 27A-5, and 34-19, CUSD 201 will follow these procedures in student suspension situations:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. Any request for appeal of a disciplinary suspension of less than ten (10) days shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review, disciplinary records will be revised or removed in the student record, as necessary, to reflect the result of any review.

School officials will make all reasonable efforts to resolve any threat and/or disruption. Administrators will suspend students only after all other available behavioral and disciplinary interventions have been exhausted, and the student's continuing presence is considered detrimental to the learning environment and/or safety of the school and students.

Short Term Suspensions may be used if a student's continued presence at school would pose *a threat to school safety or a disruption to other students' learning opportunities*.

Long Term Suspensions may be used if a student's continued presence at school would *pose a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school*.

Situations Requiring Physical Restraint

CUSD 201 recognizes that physical restraint may be required to protect the safety of school community members from serious imminent physical harm. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used in emergency situations and with extreme caution, in the judgment of the staff member when other less intrusive alternatives have failed or been deemed inappropriate. CUSD 201 complies with the legal requirements governing the use and reporting of physical restraint in the schools.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing.

Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Video Monitoring Cameras

Good conduct is an important safety factor. Westmont School District 201 approves the use of video cameras on

school buses and common areas such as hallways, foyers, and outside the building for the primary purpose of reducing disciplinary problems and vandalism, thereby providing for a safer environment for our students.

Other Policies and Information

Chromebook 1:1 Policies and Procedures

Please refer to the Community Unit School District's Chromebook 1:1 Student/Parent Handbook.

Bicycles

Bike racks are provided in front of the school entrance near the flagpole. For security purposes, it is imperative that all bikes be chained and locked. The school cannot accept responsibility for lost or damaged bicycles.

Course Syllabi

Syllabi for courses will be posted on the WJHS website.

Fire/Disaster Drills

Schools in CUSD 201 conduct drills on a regular basis in order to reinforce procedures set forth by the district Critical Incident Committee. The drills cover standardized district procedures for bus evacuation, missing child/children, fire, intruder and emergency building evacuation. Students misbehaving during drills will be dealt with according to the behavior/disciplinary procedures set forth in the student handbook on pages 17 to 21.

Gym Suits

Gym clothing must be worn every day, unless the teacher specifically indicates otherwise for a given day. Failure to wear the gym clothing will result in the reduction of the student's grade. Gym suits may be purchased at:

Holy Cow Sports, Inc.

5004 Chase Ave

Downers Grove, IL 60515

630-852-9001

Fax: 630-852-1901

www.holycowsports.com

Homework

Homework will be given at the discretion of the classroom teacher. Many students need the support of parents/guardians or older siblings at home in encouraging them to complete their assignments.

Teachers are available both before and after school to help students. Students are encouraged to take advantage of these opportunities. All assignments are to be recorded in an assignment notebook which they will receive the first day of school. Daily assignments can be found in the digital learning platform.

Lockers

Students may only use school-approved combination locks. Each student is assigned a hall locker and a gym locker with combination locks to secure his/her belongings. Students must keep the locker that is assigned to them and may not share lockers with one another. It is the student's responsibility to keep it locked at all times and to keep the combination confidential. All items left in the lockers are done so at the student's own risk.

A student's school locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies and materials, and outdoor garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, they may search it with or without the student's knowledge or consent.

If a student loses a combination lock, he/she may purchase a replacement combination lock from the school office.

Lost & Found

The lost and found table is located in the Commons. Students and parents are encouraged to check it regularly.

Otus Parent Accounts

Parents/guardians are encouraged to monitor student grades through our Otus system. Families can go to my.otus.com to create a family account. Select “Family” as the user type. Complete the required fields. Create your log-in and click finish. Navigate to the “My Student” tab. Select “Add Student”. Enter the “student code”, choose “relationship”, and click “done”.

Office Helpers

Students may be asked to be an office helper during the school year. As an office helper the student may be excused from his/her class (unless the teacher feels that it would be in the best interest of the students to remain in class). The office helper will provide general assistance to the school secretaries and administrators. Tasks may include some filing, collating and stapling, mail sorting and delivering, and delivering messages to teachers and students throughout the building. Students are responsible for completion of any work missed during the time they are office helpers. Students should report to teachers before they leave for the day to get their class assignments.

Parent Conferences

Parents are encouraged to use the Otus website to monitor their student’s progress in class. Teachers update student progress weekly during the school year. In the Fall and Spring, parents have the opportunity to schedule conferences with their student’s teachers during Parent Teacher Conferences. If a concern arises, parents/guardians may contact their student’s grade level teacher team to schedule a conference dealing with a particular subject area.

Identification Procedures

CUSD 201 conducts Child Find activities of pre-school screening, kindergarten screening, speech and language screening, diagnostic and case study evaluations. Referrals and more specific information may be found by contacting any building principal or the Student Services office.

Substitute Teachers

When a substitute teacher is conducting a class, students should make every effort to be even more courteous and helpful than usual. Such efforts reflect good citizenship standards and a regard for your regular teacher as well. All of our substitutes are qualified teachers, licensed by the state.

Telephone

During STAR, lunch, before, or after school, students may ask supervisors to go to the attendance office to get permission from the administration to use a school telephone if parents/guardians need to be contacted. Hearing impaired students should go to the SASED D.H. office for permission to use the T.T.Y system. Students must ask a school staff member to use a cell phone once inside the building at any time. Students and parents should go through the School Nurse’s office for communication of illness or injury (630-468-8234).

General School Regulations

- Up to date student identification cards must be carried at all times. Students will present the cards to purchase lunch, attend after school dances, and ride the 3:20 p.m. bus routes. Students who do not have an ID with them must return to the main office to call their parent/guardian for permission to walk home or to inform the parent/guardian they will be staying in school until the 4:15 pm bus takes them home. If a student loses his/her ID card a new one must be purchased as soon as possible.
- Students are not permitted to go to the Media Center or nurse without a pass from their teacher.
- Gum chewing is allowed in certain areas of the building. Classroom teachers and supervisors will go over their specific rule on gum-chewing in their classrooms/building areas.
- Students may only use the washroom facilities during the passing periods except in an emergency. This is left to

the discretion of the teacher.

- Students are not permitted to run, shove, or behave in any other inappropriate way in the hallways.
- Students are required to report after school for teachers when directed to do so.
- Only Westmont Junior High School current students will be allowed to attend school sponsored dances.
- All students must carry their assignment notebooks at all times and keep them up to date and presentable for teacher/parent perusal at any time.
- Students must ask permission from a staff member to use any type of telephone in the school. If cell phones are misused or seen by a staff member the telephone will be taken to the office. If a cell phone is seen and taken to the office a second time, a parent or guardian will be required to pick up the telephone from an administrator in the front office.
- Students are encouraged to dress in a manner that reflects their individuality and self-expression, that is also appropriate in an educational setting. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. The Westmont Junior High Dress Code/Student Appearance Policy will be implemented in a way that ensures equitable access and avoids the marginalization of any student based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:160.

1. Basic Principle: Certain body parts and all undergarments must be covered for all students at all times.

Clothing must cover areas from one armpit across to the other armpit, down to approximately the upper thighs (see section 2). All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Pajamas when approved by administration for school activities
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Hoodies/Zip Up hoodies, but a student cannot have the hood up over a students’ head

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- Images or language depicting or promoting illegal activity.
- Images or language that is hate speech or derogatory.
- Images or language that is lewd, profane, or pornographic.
- Headwear, including hats, hoodies, and caps, are not allowed except for those from established religious groups, those necessary for personal health reasons, and/or those for established school spirit days, or other reasons approved by school administration.
- Attire that is deemed to be a representation of gang affiliation may be restricted by building administration.
- Clothing that reveals visible undergarments
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

Based within the parameters listed above, the administration, with the support of other staff as appropriate, will determine what constitutes appropriate dress.

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation above. Students in violation will be provided two (2) options to be dressed to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
 - In the case where students still do not adhere to the guidelines, they will not be allowed to attend class.
- School staff shall not enforce the school's dress code more strictly against any particular group of students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies and dances. Student athletic apparel will be defined by safety and competitive performance standards. Information regarding Student Appearance can be found in Board Policy 7:160.

Students (or parents) who feel they have been subject to discriminatory enforcement of the dress code will be advised to contact the administration.

Bus regulations and Conduct (Includes Bus Stop)

Bus Service provided by Westway Coach.

The following rules should be reviewed with your student(s). The Board of Education expects that student conduct on school buses be in keeping with the high standards expected of students while they are in school. By Contract with Westway Coach, security cameras should be present on school buses to monitor student behavior. These surveillance videos may be used as law enforcement records by our district's school resource officer.

The bus driver is in full charge of the bus and its passengers at all times. All school rules and behavior expectations for students are applicable while traveling to and from the bus stop, waiting at the bus stop, boarding the bus, riding, and disembarking from the bus. In addition, violations of the below regulations may result in disciplinary action by school administration.

- No portable speakers are allowed on buses
- Students will address bus drivers in a courteous manner
- Students may ride only on their assigned bus. Students must have a written note signed by their parents to the front office if they need to take a different bus route home. This must be approved by an administrator
- Students may only enter and exit the bus at their assigned stop
- Students must be at the assigned stop five (5) minutes prior to scheduled pick-up
- Students must be courteous to students and neighbors at bus stops
- Loud talking, singing, or profanity is not allowed
- Students must always remain in their seat while the bus is in motion

- Eating, drinking, or smoking is not allowed on the bus
- Throwing objects in, out of, or at any bus is prohibited
- Jr. High students must carry and show their ID's to board the afternoon bus. If students do not have their ID they will be asked to go back into the building and report to the attendance office. They will be asked to call home to let a parent/guardian know they will be taking the 4:15 pm bus home. The student's parent/guardian may give office personnel verbal permission at that time for the student to walk home. At the beginning of the year new ID cards may not be available. If bus behavior becomes a problem, supervisors will begin to seat students once again
- Payment of damage incurred to the bus by students is the responsibility of the parent.
- Our after school activity bus (4:15 and 5:15 pm) will follow an established route. The stops for the activity buses may be different for students than the normal school dismissal routes that depart approximately 3:25 pm. Please refer to bus route information that will be distributed to students at the beginning of the school year that will list the stops that will be utilized.

The administration or Board of Education has the legal rights to deny student transportation if his/her conduct warrants such action, in which case the parents become responsible for seeing that the student arrives to and from school.

Consequences: Inappropriate bus behavior may result in, but is not limited to: Verbal warning, Assigned seat, Parent contact, Bus suspension, Student contract, and Permanent removal from bus, Social Probation, Suspension, or Expulsion. In addition, under appropriate circumstances, the administration has the authority to withdraw the privilege of providing transportation and implementing other disciplinary actions, regardless of the number of prior referrals.

1. First referral: Appropriate intervention at the discretion of the administration up to three days suspension from the bus.
2. Second referral: Appropriate intervention at the discretion of the administration up to five days suspension from the bus.
3. Third referral: Appropriate intervention at the discretion of the administration up to a ten day suspension from the bus and/or from school.

**Recommendation for expulsion or long-term suspension from the bus or from school may be made to the School Board

Lunchroom Rules and Regulations

Students will present ID cards to purchase lunch. Students are expected to behave in a respectful and courteous manner that allows all students at lunch to quickly and efficiently receive and enjoy their food. Specific procedures and expectations are explained to students in the first days of school and are posted in the lunchroom throughout the school year. It is the responsibility of the student to know and follow these expectations.

Before School Procedures

General Rules

1. Students must remain in the Commons area between 7:45-8:00 a.m. Between 8:00-8:15 a.m. students will be assigned to various areas by grade level
2. Only students with passes will be permitted to leave the Commons
3. Students are not permitted to congregate on the brick area near the office
4. Once a student is in an area, he/she must remain there until the bell rings
5. Students are responsible for appropriate behavior and maintaining a safe and neat environment in their assigned areas

Honors Geometry at Westmont High School for Current 8th Graders

Select 8th graders will have the opportunity to take take Honors Geometry at WHS. Honors Geometry will always be taught by a WHS State of Illinois licensed 9-12 math teacher. At the conclusion of this year long class, students' final year grades and earned credit (1.0) will be posted to their official WHS high school transcripts.

Since Honors Geometry is an honors level class, the grade from this course will be weighted accordingly (please see the “Grades/Grade Scale” section of the WHS Student Handbook for more information). Students will begin their high school careers with a high school grade point average and earned credit. However, per the WHS policy related to valedictorian and salutatorian, grades from classes taken outside of the 7-period school day during students’ 4 years of high school will not be factored into the quality points used to determine the class valedictorian and salutatorian.

Student Service Learning Commitment (SSLC)

The Student Service Learning Commitment (SSLC) is a graduation requirement for all students earning a Westmont Junior High School diploma at the graduation ceremony and to participate in the school dance. Students perform this community service with an approved nonprofit organization, and must include the phases of preparation, action and reflection. Students at WJHS are required to earn:

9 SSLC hours by the first school day of the 2nd week of May of their 6 th grade year.

12 SSLC hours by the first school day of the 2nd week of May of their 7th grade year.

15 SSLC hours by the first school day of the 2nd week of March of their 8th grade year, or a total of 36 hours over the course of their 3 years at WJHS.

Credit for Student Service Learning Commitment can be earned starting the summer after Grade 5 and must be completed by junior high school graduation. Students may earn SSLC hours in the following ways:

Active membership in approved school clubs; Early Act, Outdoor Environmental Science, Recycling, Student Council. Other clubs may be eligible for SSLC hours after administrative approval is given. Additional SSLC Information:

1. Student Service Learning Commitment activities are coordinated through the STAR class/teachers. Students should record their SSLC on the forms provided online on our WJHS website under Student Resources. For more information, contact your child's STAR teacher.
2. Students should strive to find a variety of SSLC activities in order to broaden their horizons. The idea is to find a way to help others, especially if the student chooses a responsible action to meet a need. It is an act that stresses the idea that it is better to give than receive. Helping the environment, an animal, a special habitat, and a community area constitutes community service. We are also looking toward recognizing support for local, state, regional, and international activities.
3. Verification of service performed during the first semester can be turned in throughout the semester year. Students find meaningful service-learning opportunities that result from direct action with recipients. Activities such as serving food at a soup kitchen, tutoring a child in reading or math, and playing the piano for residents of a hospital are examples of direct action.
4. All SSLC opportunities must be supervised by adults (who are not a relative of the student) representing nonprofit, tax exempt organizations. For profit nursing homes and assisted living facilities are the only exceptions to the nonprofit rule, and these require a pre-approval form to be filled out in advance. Student Service Learning Commitment activities are due to the grade level STAR/Resource teacher.

For more SSLC information, talk to your STAR/Resource teacher or visit:

<http://www.cusd201.org/domain/728>

Recognition & Awards

Honor Roll/Awards

As of the 2022-2023 school year, report card grades will only be calculated for the GPA at the end of the year. Mid-year grades will no longer be reported on a report card. Parents/guardians are urged to view updated grades in Otus throughout the year, as well as at the mid-year mark.

Following is a list of current honor roll criteria and awards given during the school year to full-time students.

High Honor Roll: 3.857 - 4.0
Honor Roll: 3.571 - 3.856

A = 4 points B = 3 points
C = 2 points D = 1 point F = 0 points

Current year GPA formula will include class credit weight. At the beginning of the 2022-2023 school year, final grades will only be calculated at the end of the year instead of at the end of the first and second semester.

Full year class = 1 credit
Semester class = 2/4 credit

Note: Literature/Literacy (Language Arts and Reading) is a “blocked class” and, therefore, is double the value of a regular class. For the class of 2029 and forward, all the Literacy classes will be worth 1 earned credit.

Graduation Ceremony Awards

Presidential Academic Fitness Award

Eighth grade student(s) earning a minimum GPA of 3.7, every semester for the first five (5) semesters, during their junior high school experience and an overall placement of “Late 8” on the iReady Diagnostic Assessment in both Math *and* Reading. Each student meeting this criterion will be awarded a gold braid that will be worn during the graduation ceremony.

Graduates who have had a GPA of 3.571 (Honor Roll) for each semester of the entire eighth grade year will be awarded a white braid that will be worn during the graduation ceremony.

Vivian Turner Academic Achievement Award

This award is given annually to the eighth grade student(s) with the highest grade point average for the sixth, seventh, and eighth grade years. All classes taken will be graded on the junior high school’s 4 point grading scale. All semester grades will be used to determine the Vivian Turner Award recipient. All students must have a complete Westmont Junior High School schedule to be eligible for this award.

Principal’s Award for Academic Excellence

An eighth grade student earning a minimum of 3.857 (High Honor Roll) G.P.A. for both semesters of his/her eighth grade year.

Loss of 8th Grade Celebrations

For the classes of 2027 and 2028, three out of five F’s in Social Studies, Science, Math, and Literacy (as a “blocked class” Literacy counts as two grades), at the end of the school year, will prohibit students from attending the 8th Grade Dance/Graduation Ceremony. Administration will contact and communicate with parents and students that are in jeopardy of losing this privilege.

For the class of 2029 students and beyond, three out of six F’s in Social Studies, Science, Math, Literacy (will count as one overall grade), Exploratory, and PE classes will prohibit students from attending the 8th Grade Dance/Graduation Ceremony.

Awards Day Assembly Recognition

Subject Area Awards

- Excellence
- Citizenship
- Outstanding Effort

Given by every department at all three grade levels: teacher determined.

American Legion and Illinois Principal's Association Awards

Top eighth grade students (1Boy, 1Girl).

Demonstrates Courage, Honor, Leadership, Patriotism, Scholarship and Service. Recommended and voted on by members of the 8th grade academic team.

Mary Bradley Fisher

Fisher Gymnasium is named in memory of Mary Bradley Fisher who began her teaching career with Community Unit School District 20 1 in 1950. She taught Physical Education to the students of our district for 30 years. Mrs. Fisher was known for her dedication to her students and their needs.

Vivian “Bud” Turner

The Vivian Turner Academic Achievement Award was created to honor the memory of Vivian “Bud” Turner who taught in the district from 1945 until 1978. Her area of expertise was social science. Ms. Turner was appreciated for her ability to make the topics of social science real for her students.

Keith A. Becker

Mr. Becker was principal of Westmont Junior High School from 1977 to 2000. To commemorate his tenure and service to Westmont Junior High School, the school commons has been named “Becker Commons” and the “S-curve” portion of Blackhawk Drive has been renamed as the Honorary Keith A. Becker Drive. Mr. Becker has been the longest serving principal in the history of Westmont Junior High School. Mr. Becker was instrumental in developing the rules and policies of WJHS as well as the caring and nurturing environment that allow our students to achieve the best possible education.

The Becker Summer Scholarship Award was created to recognize Mr. Becker’s love and dedication to music at Westmont Junior High School. Each year two deserving students from the Band and Choral programs are selected to receive this award. Students may use this scholarship to enroll in a summer camp, private lessons or other music related summer activity.

Athletic, Extra-curricular and Co-curricular Activities

Sports Physical

Please refer to HEALTH section of handbook for Sports Physical requirements.

Extracurricular and Co-Curricular Activities

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

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

Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities. Non-school sponsored student groups are governed by the District’s policy on student use of school buildings.

Requirements for Participation

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

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extra activities
2. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate
3. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian
4. Proof the athlete is covered by medical insurance

5. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.
7. Paid the athletic participation fee.

Academic Criteria for Participation

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

Grades are updated weekly. If a student has a failing grade on Thursday of one week, they are ineligible for the entire following week regardless if he/she raises the grade up on the following Monday. In the event that an athlete is not eligible, the coach will notify the athlete and the parent(s) of the athlete. If an athlete is ineligible, he/she is on probation for that week and expected to raise his/her grade up by the next Thursday. If an athlete is ineligible two weeks (not necessarily in a row), during a season, the administration reserves the right to remove the athlete from the team. During the first two weeks of a new semester, if a student is receiving a failing grade, he/she will be placed on academic probation. These students will be allowed to practice and play during this time period. After two weeks, regular criteria will apply.

Athletic Rules & Code of Conduct

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

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

IHSA or IESA

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

Eligibility

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

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

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

Absence from School on Day of Activity

An athlete or fine arts participant must attend the last four periods on the day of an activity to be eligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach for a medical absence pre-arranged with the coach or for a death in the participant's family. An athlete/participant who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic/fine arts activities by administration. An athlete/participant who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach/sponsor.

Travel

All athletes shall travel to and from athletic events with the team on which the athlete competes by use of school approved means of transportation. Coaches will provide a sign out sheet for parents /guardians who choose to transport their own athlete. Oral permissions shall not be valid. Parents/Guardians of athletes must contact coaches through email or text to give permission to someone other than the parent/guardian to transport their athlete.

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

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall:

- (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school, and
- (2) notify participants that failure to abide by it could result in removal from the activity.

The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 6 through 8 participating in these programs.

Participation Expenses

All students who participate in district-sponsored sports or clubs are encouraged to explore fund-raising opportunities. For sports participation at the junior high school and high school level: Students will incur the current board-approved student fee for participation. In consideration of this fee, the Board of Education will subsidize the cost of all coaching or sponsor remuneration, competition entrance fees, referee costs, security, transportation costs, official uniforms, team equipment and supplies.

The student will be responsible for the cost of any personal equipment, including, but not limited to: gloves, shoes, cleats, spikes, kneepads and other club gear.

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

Alternatively, the sponsor may operate on a “pay-as-you-go” basis for these items. The Board of Education will subsidize the cost of all club sponsor/coach remuneration and bussing expenses for local field trips and competitions. In addition, the Board will subsidize all costs of overnight competitions (food, lodging, entrance fees) when that competition or activity is the result of a qualifying contest.

Insurance

Through an independent insurance company, the school district provides the opportunity for all participants to enroll in an accident insurance program. All participants must have accident insurance coverage in order to practice or participate on school teams or squads. Family insurance coverage is acceptable; however, the necessary form must be completed by a legal parent/guardian and submitted to the Athletic Director.



Community Unit School District 201

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

SCHOOL-PARENT COMPACT

Administrative Offices Early Childhood Center

133 South Grant Street
Westmont, Illinois
60559
Phone: 630.468.8000
Fax: 630.969.9022

Manning Elementary School

200 North Linden
Avenue
Westmont, Illinois
60559
Phone: 630.468.8050
Fax: 630.969.2492

Miller Elementary School

125 West Traube Avenue
Westmont, Illinois
60559
Phone: 630.468.8300
Fax: 630.969.5401

Westmont Junior High School

944 North Oakwood Dr.
Westmont, Illinois
60559
Phone: 630.468.8200
Fax: 630.654.2203

Westmont High School

909 North Oakwood Dr.
Westmont, Illinois
60559
Phone: 630.468.8100
Fax: 630.654.2758

Westmont Junior High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2022-2023 school year.

School Responsibilities

Westmont Junior High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

All students will participate in the curriculum which is aligned to the Illinois Learning Standards (Common Core). Students will be supported in a safe and effective learning environment which will provide multiple opportunities to demonstrate success.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Parent Teacher Conferences will be held on October 26, 2023 from 5:00 – 9:00 PM and on October 27, 2023 from 8:00 – 11:00 AM at Westmont Junior High School.

Parent Teacher Conference will be held again on March 14, 2024 from 5:00 – 9:00 PM and on March 15, 2024 from 8:00 – 11:00 AM at Westmont Junior High School.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Benchmark assessment results are sent home at least twice a year. Parents can access information about grades and assignments through Otus. Report cards are distributed quarterly.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation. Parents are encouraged to contact teachers by phone or through email.

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Community Unit School District 201 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:



Community Unit School District 201

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

Administrative Offices
Early Childhood Center
133 South Grant Street
Westmont, Illinois 60559
Phone: 630.468.8000
Fax: 630.969.9022

Manning
Elementary School
200 North Linden
Avenue
Westmont, Illinois 60559
Phone: 630.468.8050
Fax: 630.969.2492

Miller
Elementary School
125 West Traube Avenue
Westmont, Illinois 60559
Phone: 630.468.8300
Fax: 630.969.5401

Westmont
Junior High School
944 North Oakwood Dr.
Westmont, Illinois 60559
Phone: 630.468.8200
Fax: 630.654.2203

Westmont
High School
909 North Oakwood Dr.
Westmont, Illinois 60559
Phone: 630.468.8100
Fax: 630.654.2758

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Parent Responsibilities

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

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

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

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

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

_____ School _____ Date

_____ Parent _____ Date

_____ Student _____ Date