



## **Student/Parent Handbook**

\*Handbook information is subject to change without notice to reflect updated policies and procedures.

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**\*\*The Student/Parent Handbook provides a summary of the School District's policies and procedures, and the District reserves the right to amend its policies and procedures, and the handbook, at any time.\*\***

# ACADEMICS

## Academic Load/Daily Schedule

All students are expected to have a full schedule (7 classes per semester). Decisions pertaining to alternative/abbreviated schedules will include the student, parents, the counselor, and the Director of Guidance.

Students will receive their schedules prior to the first day of school. Students must follow the schedule they receive. Counselors will be available for schedule corrections through the third day of each semester. Schedule corrections will be made for students who have been misplaced in a course, have a sequencing error, or summer school attendance and/or college entrance requirements that necessitate an adjustment. Schedule convenience changes will NOT be honored.

The daily schedule allows for eight class periods (Periods 1-8) with a lunch period and passing time between classes. There are a few classes that meet before school (Early Bird) or after school. Students enrolled in classes outside of the normal school day are responsible for their own transportation

The building will open each morning at 6 a.m. The cafeteria is open for students who arrive prior to 7:30 a.m.

All students are to exit the building by 3:30 p.m. unless they are participating in a supervised activity or working with a staff member. Once the supervised activity or the time with the staff member is completed, the student is to immediately exit the building.

### Bell Schedule

\*Other bell schedules may be used throughout the year and will be communicated to students and parents.

## Classification Requirements ([Board Policy 6:300](#))

Class advancement requires the following number of credits:

	Number of Credits
<b>Sophomore Status</b>	6
<b>Junior Status</b>	12
<b>Senior Status</b>	17

In addition, a student must have completed the Core Courses (or equivalent) within the English, Mathematics, Social Studies and Science Departments to be granted advancement to the succeeding class. A student's privileges may be withheld if the student has not earned the required credits for his/her respective year in school.

## **Schedule Corrections**

If a student withdraws from a course on or before the fifth day of the semester, no grade will be issued and no reference to the withdrawal will exist on the permanent record or transcript. If a student withdraws after the fifth day with approval from administration, a WF (Withdraw-Failure) grade or an AU (Audit) will be issued for the course, depending on the circumstances. The AU and WF grades will appear on the transcript, and the WF will be used in the calculation for grade point average.

Students transferring to other schools will be issued the grade earned up to the withdrawal date for each course. These grades will be mailed to the school the student enters.

During the school year, each student plans a program of study (course selection process) with their counselor for the coming school year. The student is expected to discuss this process with their parents. Due to the complexity of scheduling, a request to change a schedule after the selection process may not be honored. The only schedule changes that will be made include one or more of the following: scheduling error that occurred, failure that need to be made-up, or if summer school attendance necessitates a change. An unforeseen circumstance may also occur which would alter a student's program. Such corrections may be made only with approval of the counselor and administration. All corrections must be made within three days of a new semester.

## **Waiver of PE Courses**

### **Exemption form Physical Education ([Board Policy 7.260](#))**

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

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

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

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

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

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

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

### **Athletic Waiver**

Students in grades 9 - 12 may request an athletic exemption from Physical Education if they satisfy the following criteria:

- The student-athlete is enrolled in 6 academic and credit bearing courses.
- The student-athlete is participating in a sport that practices or competes at least 5 days a week, sanctioned by IHSA.
- The student athlete can only exempt out of the competition season of Varsity Cheerleading and Varsity Dance.
- The student-athlete has never failed a wellness class and currently holds a "C" or better.
- A student-athlete may only replace a Wellness course with a study hall.

Each request for a waiver will be handled individually through the Wellness Office with appropriate administrative approval. Waivers must be completed within the first five school days of the IHSA start date of the season. Forms can be obtained from the Guidance Office.

2. At least 80% of the semester grade will be determined by student performance on summative assessments. Summative assessments serve as a way to measure and communicate a student's performance on the course learning targets after instruction and practice (i.e.: tests, projects, performances, science labs, etc.)



Students must demonstrate what they know and are able to do for the course learning targets. Those who do not do well on the assessments will have an opportunity to reassess them after further preparation.

3. The remainder of a students' grade will be determined by formative assessment. Formative assessment is an ongoing process of learning experiences that helps the teachers monitor students' progress. (i.e.: completion of homework, in-class work, engagement in class activities, student growth, quizzes, etc.)

4. In some classes, students might not take a final exam, but rather complete a final project or smaller assessment at the end of the course.

3. Teachers may assign an incomplete grade which is reported as an I to students at the end of the semester. Any outstanding incomplete grades will become an F and will affect the calculation of the GPA.

5. Information on teachers' grading policies can be found in each teacher's syllabus and will be communicated to students at the beginning of the course.

Letter grades and their descriptions are as follows:

A	(90-100)	Excellent
B	(89-80)	Above Average
C	(79-70)	Average
D	(69-60)	Below Average - Danger of Failing
F	(59-0)	Failing Grade (No Credit)

I	Incomplete
WF	Withdraw Failure
M	Medical
P	Pass-Non-graded credit issued
AU	Audit-No credit issued

The last two (2) days of a semester are designated for final exams. The final exam schedule will be used. Seniors who have a current grade of "C" in a particular course may request permission to waive the final exam in that course during second semester only ([See Senior Exam Exemption Information](#)). All final exams/assessments are to be part of the learning experience and consistent with curricular, instructional, and assessment procedures during the semester.

## Registered Apprenticeship Program

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program if:

1. The registered apprenticeship program meets all criteria contained in State law;
2. The registered apprenticeship program is listed by the District, or the student identifies a registered (but not listed) apprenticeship program with a business or organization if one is not offered in the District;
3. The student enrolled in a registered apprenticeship program has the opportunity to earn post-secondary credit toward a certificate or degrees, as applicable;
4. The student's parent/guardian requests and approves the substitution(s) in writing on forms provided by the District and on its website;
5. The Building Principal approves the substitution(s); and
6. All non-academic requirements mandated by the School Code for high school graduation that would otherwise prohibit or prevent the student from participating in the registered apprenticeship program are waived.

## Grading System

One-half credit (.5) is awarded for each successfully completed class that has met for the equivalent of one semester.

Mundelein High School will maintain a weighted and unweighted grade point average for all students. Both weighted and unweighted GPA is reported on student transcripts.

The weighted system will be the same as the regular system with the addition of .5 point for a .5 credit honors course and 1.0 point for a .5 credit AP/Advanced course when a grade of C or better is earned.

	Regular	Honors	AP/Advanced
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.0	1.0
F	0.0	0.0	0.0

All courses that meet daily are weighted at .5 credit per semester at full grade value.

Only AP, Advanced level, or upper level junior college courses, with prior approval, beyond the high school level offerings qualify for weighted GPA credit. Those students receive 1.0 additional grade weight for successful (grade of A, B, or C) participation in the course.

Mundelein High School does not calculate class rank.

Students can earn up to 2.0 elective credits toward graduation (with written permission) from off campus programs. However, the course will not be included in the calculation of a student's GPA unless prior written permission is granted.

When a course is failed, it must be repeated to receive any credit in the course. The higher grade will be utilized in the GPA and ranking, however both letter grades will remain on the student transcript. A course may be repeated in order to earn a better grade. The highest grade earned is used for credit and in determination of grade point average. Duplicate credit is not granted for repeated courses.

Freshmen that fail a core course first semester may be enrolled in a credit recovery opportunity second semester. Students that recover the credit through this process will have the F replaced on the report card with a P.

### **Academic Integrity Policy ([Board Policy 7:188](#))**

Academic dishonesty by students degrades their character and reputation and impedes the teaching/learning process. Any action intended to obtain credit for work that is not one's own is considered academic dishonesty. Such actions may include, but are not limited to the following:

1. Submitting another student's work as one's own work.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Giving test questions or answers to a member of a later class, or getting test questions or answers from a member of an earlier class.
4. Copying from another student's test, or allowing another student to copy during a test.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting as one's own, material copied without adequate documentation from a published source.)
7. Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test for which credit is given.
8. Permitting another student to copy, or writing another student's homework, project report, paper or test.

### **Report Cards and Progress Reports**

Each academic year is divided into two semesters. After six weeks of a semester, progress reports are mailed home to all students with a grade in progress and teacher comments

regarding the student's performance in each course. Report cards are mailed home the week following the end of each semester. The grade for the semester work, the grade for the final assessment, and the final grade for the semester will be reported. Final grades do not contain pluses and/or minuses. Parents may stay informed of their child's academic progress with Power School.

## **Honor Roll**

High Honor Roll - "A" average (4.0 GPA weighted and/or unweighted)

Honor Roll - "B" average (3.0 GPA weighted and/or unweighted)

Any grade of "D" or "F" in any class disqualifies a student from being on the Honor Roll.

Honor Roll will be calculated as soon as all grades are submitted from a particular semester. Students who receive Incomplete grades are not eligible for Honor Roll consideration.

Each semester, Honor Roll lists are made available to the local newspapers for publication. Any student not wanting their name published must state so in writing to the Main Office.

## **Graduation Requirements ([Board Policy 6:300](#))**

The School Board determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the School District exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all courses as provided in The School Code, 105 ILCS 5/27-22, according to the year in which a student entered the 9th grade
2. Complete all minimum requirements for graduation as specified by the Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
3. Participate in State assessments that are required for graduation by the School Code 105 ILCS 5/2-3.64a-5(c).
4. Complete all District course requirements.
  - I. Establish graduation requirements of:  
22 Credits
    - 4.0 units of prescribed English
    - 3.0 units of prescribed Math
    - 2.0 units of prescribed Science
    - 2.5 units of prescribed Social Science
    - Participation in 4.0 units of Health/PE
    - 0.5 units of Personal Finance or Economics
  - II. Establish classification requirements that ensure students are adequately prepared for

the administration of the State Recognized Assessment.

5. Pass an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions to implement this policy.

### **Early Graduation**

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 6 semesters of high school and meet all graduation requirements.

### **Certificate of Completion**

A student with a disability who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this procedure to children with disabilities and their parents/guardians.

### **Graduating with Honors**

After the fall semester prior to the graduation year, the student's academic record will be reviewed and honors will be applied to the guidelines below.

<b>Cum Laude</b>	3.80 to 3.949 weighted or 3.70 to 3.799 unweighted
<b>Magna Cum Laude</b>	3.95 to 4.049 weighted or 3.80 to 3.899 unweighted
<b>Summa Cum Laude</b>	4.05 or above weighted or 3.90 or above unweighted

### **Participation in Graduation Ceremony**

A student must meet all graduation requirements and follow the Code of Conduct in order to be able to participate in graduation ceremonies. Students who do not participate in the ceremony

can pick up their diplomas in the Registrar's Office. The diplomas will be available the next school day after the graduation ceremony.

## **Withdrawal from School**

Counselors complete a Withdrawal Clearance form and route to technology (TSI), bookkeeper, administration, and registrar.

# **GENERAL INFORMATION**

## **Admission Procedure**

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

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to prove a certified 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.
2. Proof of residence, as required by [Board policy 7:60](#), Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and [Board policy 7:100](#), Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

Upon a student's enrollment, parents/guardians must provide the school with 1-2 telephone numbers for contact purposes.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.

### **Homeless Children**

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

## **Residency** ([Board Policy 7:60](#))

### **Resident Students**

Only students who are residents of the District or meet certain conditions of delayed residency may attend Mundelein High School without a tuition charge, except as otherwise provided by State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

### **Non-Resident Students**

Non-resident students may attend the District school whenever any State or federal law or a court order mandates the acceptance of a non-resident student. Tuition will not exceed 110% of the per capita cost of maintaining the schools of the District for the preceding school year.

### **Attendance after Termination of Residency**

If parents of a graduating senior move out of District 120 prior to the beginning of the student's senior year, they may request that the student attend Mundelein High School during his/her graduating year with permission of the Superintendent or designee. If permission is granted, no tuition would be charged. Also, the District would not be responsible for the student's transportation to and from school. These students must have attended Mundelein High School

the previous three years and must be a full time student during their senior year preparing to graduate that same year.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the school year without payment of tuition. The District, however, is not responsible for transporting the student to or from school. When a student's change of residence is due to military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

### **Proof of Residence**

At the time of registration, all new and/or transferring students' parents/guardians must complete an Enrollment form. At least two (2) items of identification from the following list must be presented as evidence of residence: driver's license, homeownership title or deed, apartment lease/home lease, voter registration, utility bills (water, electric, gas), automobile insurance.

### **Delayed Residency**

A non-resident student planning to move into the District during the school year and wishing to enroll in Mundelein High School will have sixty (60) school days to have tuition fees waived. At the time of registration, students who currently do not reside in the School District, but who shall reside in the School District within sixty (60) days of the start of the next school year or within sixty (60) days from the date of registration, must present the school District with one item of identification (lease/rental agreement or sales contract) which contains a provision explaining the date on which the anticipated residence may first be occupied or the date on which the residence shall be occupied by the student. Upon occupying the residence, the parent/guardian shall furnish the School District with such additional items or identification as the School District may require.

### **Homeless Children**

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

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.



## **Waiver of Student Fees** ([Board Policy 4:140](#))

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for registration and the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which 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.

### **Notification**

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee may give consideration for other factors such as:

- Serious immediate family illness;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Emergency situations;
- Other unforeseen circumstances.

### **Verification**

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

**Determination and Appeal**

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

**Free and Reduced-Price Food Services ([Board Policy 4:130](#))****Notice**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

**Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

**Nondiscrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

**Appeal**

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide be mailed a copy of them to the family. The District may also use the procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

### **School Visitation Rights Act (820 ILCS 147/15)**

Pursuant to the School Visitation Rights Act, parents/guardians are notified that an employer must grant an employee leave of up to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee must provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

### **Transportation ([Board Policy 4:110](#))**

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to or from school or to or from a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered

for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent and shall be altered only with the Superintendent's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and the Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

### **Pre-Trip and Post-Trip Vehicle Inspection**

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensure that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

## **Student Support and Building Resources**

### **Deans of Students**

The Deans of Students oversee attendance and behavioral issues that may impede academic success. The Deans also work to ensure a safe and secure learning community at Mundelein High School.

### **School Counselors**

The counselors are responsible for collaborating with students, parents as well as teachers and staff to provide a supportive and progressive environment aimed at student success. Counselors will work with each student to develop academically by reviewing grades, graduation requirements and through academic planning. Counselors will work to provide a supportive environment for all students and assist with personal/social needs, providing agency

or community resources to students or parents when appropriate. Counselors will work with each student to develop goals with regards to college and career readiness. Students and parents also have access to The College and Career Resource Center where they will find valuable information regarding college admissions, scholarships/financial aid and a variety of career opportunities. Students and parents can arrange to meet with their school counselor for information regarding college admissions, scholarships/financial aid and a variety of career opportunities.

### **School Social Workers**

The school social workers are available to provide individual and group therapeutic support to both students and families. The social workers act as a liaison between the school and outside agencies as well as the family and school. The social workers are available daily. Referrals for social work services need to be directed to the student's counselor.

### **School Nurse**

The school nurse is available daily to provide health services, including first aid, emergency care, and health instruction. Hearing and vision testing, as well as other tests, are given to further aid each student's physical development, health, and health awareness. Medications can only be given to students with a doctor's note and parent permission. (See prescription medicine section for details)

### **Police Liaison Officer**

A police officer from the Mundelein Police Department will be present on regular school days. The officer will serve as a counselor for students, work closely with personnel, assist in the solution of problems, work with parents on runaways and other problems, make class presentations (i.e. law and law enforcement, safety, citizenship, drugs), be involved in all police action involving students, assist with school security, serve as director of crowd and vehicle control at events, and represent the school in court action involving students.

### **School Psychologist**

The school psychologist is available to assess intellectual ability and academic achievement. Through classroom observation, testing batteries, and interviews with students, the school psychologist can provide insight into a student's learning and knowledge acquisition and can provide alternative strategies to classroom teachers, as well as to students and parents.

### **Assistant Principal of Student Life**

The Assistant Principal of Student Life helps build, monitor, and evaluate our continuum of support for students. The system of support includes academic and social-emotional instruction and intervention both within the classroom and in addition to the core curriculum within general and special education.

### **School Registrar**

The registrar's office is located in the Guidance Office. The registrar keeps and maintains each

student's permanent record. These records include student courses, grades and scores on college entrance tests. Students may request official transcripts through the registrar. There is no transcript request fee.

### **College and Career Resource Center (CCRC)**

The CCRC houses our college counselor and it is staffed throughout the day. Students and parents are welcome to stop in and browse our resources, or schedule a time to meet with the college counselor for specific questions. Students of all grade levels are encouraged to begin researching their future path and stop in regularly to familiarize themselves with the process and available resources.

During the school year, the CCRC hosts representatives of colleges, universities, technical and trade schools, military branches, and others eager to discuss educational programs and career opportunities with students. Students are urged to view upcoming visits and sign up to meet with these representatives in their Naviance accounts. The CCRC is also home to presentations regarding college applications and preparation, including essay writing workshops, financial aid discussions, returning student talks, standardized test preparation, scholarship discussions and more.

### **Lockers**

All students are provided with a corridor locker for their use each school year. All lockers will be secured by an MHS issued combination lock on the locker. Corridor lockers secured with unofficial locks will have the locks removed and materials will be taken to the Security Office. Locker problems should be reported to the Security' Office. Damaging or defacing lockers may result in the student paying for the repairs.

Lockers may be inspected or searched at any time by school officials. Students are discouraged from bringing valuables to school. In the interest of safety, students may only use the locker that is assigned to them. Students should not share their locker combinations with other students. Unauthorized use of any MHS locker may result in disciplinary action.

PE lockers need to be secured at all times. Students will be provided a lock and locker to use for the duration of their PE class. A fee will be assessed for unreturned and or damaged locks and lockers. Locks will only be allowed to remain on assigned lockers overnight. Replacement locks can be purchased through the Bookstore.

MHS is not responsible for lost or stolen items. Though precautions are taken to guard against loss or theft, incidents of each occur. Students are urged to leave large quantities of money and valuable personal effects at home.

### **Textbooks**

Mundelein High School assigns a textbook to most courses. At the beginning of each term, the Textbook Distribution Room will be open for textbook distribution.

Textbook distribution is similar to a library. Students are required to bring their student ID card when checking out a textbook. The student ID number is associated with the unique barcode on the textbook. Students are responsible for pick up, care, and return of textbooks.

Textbook must be returned immediately after the course is finished. Textbooks should be returned in the book drop slot at the Textbook Distribution Room. After the textbook is returned, the student account will be cleared and the textbook will return to the shelf.

When textbooks are not returned to the Textbook Distribution Room, a replacement fee for the missing textbook may be assessed to the student fee account. A replacement fee may be assessed to a student account when a textbook is returned damaged to the extent it cannot be used again. A rebinding fee may be assessed to a student account when a textbook is returned damaged and in need of repair before being distributed again.

### **Media Center**

Mundelein High School has a large, well-equipped Media Center with computers and materials available for student use daily from 7am to 4:30 pm. Students may check out library materials for up to three (3) weeks at a time. Fines are assessed for overdue materials.

### **Cafeteria**

Cafeteria services are available before school and throughout the lunch periods. Free and reduced price breakfasts and lunches are available to those who qualify. Application is to be made annually in the Business Office. Students are able to utilize their Mundelein High School ID card to create a personal food account that can be used to pay for food in the cafeteria. Parents and students should contact the cafeteria for program features and deposit arrangements.

### **Mustang Nation Store/Bookstore-Payment Center**

The Mustang Nation Store is located in the commons. Students may purchase school supplies, PE, and sports apparel. It is open every day during lunches. The Bookstore-Payment Center is also located in the commons. It is open every day throughout the school year to sell workbooks and/or supplemental paperbacks needed for particular classes. School fees can be paid through RevTrak on the school website ([www.d120.org](http://www.d120.org)) or at the School Bookstore.

## **Lost and Found**

The MHS Security Department maintains a lost and found for misplaced items found around campus.

### **Reporting Lost Items**

If you have lost an item on campus, you can check the school's lost and found by completing and submitting the [Lost Property Report Form](#). The MHS Security Department will check all existing lost property upon receipt of your form and will contact you if they have an item matching your lost item's description. If there is nothing matching your lost item, the MHS Security Department will continue to compare your report with all future items that are turned in during the course of the school year.

### **Reporting Stolen Items**

If you believe your lost property was actually stolen, you will need to speak to the School's Police Resource Officer to make an official incident report in addition to filing a Lost Property Report with the MHS Security Department.

Again, if you believe your item was stolen, complete and submit the [Lost Property Report Form](#). Next, visit the School's Police Resource Officer's office during normal school business hours or call 847-949-2200 ext. 1392 to set up a time to speak with the School's Police Resource Officer. In the event of a suspected theft, parents/guardians and students can also file a report with the Mundelein Police Department.

### **Retrieving Lost or Stolen Items**

Anyone claiming lost or stolen property must have proof of submitting a Lost Property Report Form and must show a current valid form of identification such as a MHS student ID, passport, or driver's license. Anyone claiming stolen property must have proof of submitting an official incident report with the School's Police Resource Officer.

### **Turning In Found Items**

If you have found an item on campus belonging to someone else, please turn it in to a member of the Security Staff during normal school business hours or at the Security Office located in the main Lobby.

### **Unclaimed Property**

Unclaimed items will be held for at least 90 days, after which time items may be discarded or donated to a charitable organization.

MHS District 120 does not assume responsibility for any lost, damaged, or stolen personal property brought to the school or to a school activity.



## **Emergency School Closing**

Mundelein High School uses an instant notification system. This system is used in the event of emergency school closings and/or other crisis situations. Automated calls may be made to the student's home telephone number. Phone calls and text messages may also be sent to provided cell phone numbers. The system is also able to send an email to a designated email address. Therefore, it is imperative that all information in a student's file is current.

There are two emergency days built into the school calendar. If an emergency closing occurs before one of those emergency days, students will be expected to attend school on the emergency day.

The following stations will broadcast our school closing information:

TV Channels: 2,5,7,9

Radio Stations: AM 720 (WGN) and AM 780 (WBBM)

Also, timely information regarding school closings/emergencies will be available on the general school phone number (847) 949-2200 and on the school webpage [www.d120.org](http://www.d120.org).

## **Military Recruiting**

The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child ([Board Policy 7:340](#)). At the time of registration, parents have the right to request that military recruiters do not contact their children.

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent.

If you do not want military recruiters or institutions of higher learning to be given your student's name, address, and telephone number, parents/guardians may indicate this during registration or by providing the building principal this information in writing.

## **Using a Photograph or Video Recording**

### **Pictures of Unnamed Students**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the

school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

### **Pictures of Students Taken By Non-School Agencies**

While the school limits access to school buildings by outside photographers, it has no control over the news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

### **Photo/Video Opt Out Procedure**

Photographs and videos of students and staff are taken throughout the school year to be used for the district website, e-newsletters, Principal's Blog, newspapers [both print and online], other district publications as well as the student newspaper and yearbook. The use of District 120 photos/videos for commercial or endorsement purposes is prohibited.

If you do not want your child photographed or videotaped for District 120 or student publications purposes, you must submit in writing a statement to the Public Information Officer by US Mail or email or bring it in person to the front office staff at the high school.

**\*SPECIAL NOTE:** Students who are on the Do Not Photograph list and who are in athletics and/or school clubs should not participate in the formal group pictures for those activities.

## **Internet Use Procedures and Guidelines** ([Board Policy 6:235](#))

1. Acceptable Use
  - a. The purpose of the Network (infrastructure/software/hardware/school services) is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. All users of the network infrastructure must comply with the existing rules and Acceptable Use Policies.
  - b. Transmission of any material in violation of any United State of state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
  - c. Use for commercial activities is generally not acceptable. Use for produce advertisement or political lobbying is also prohibited.
2. Privilege – The use of the Network (School infrastructure/hardware/software/etc.) is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The School District, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time based upon their determination of inappropriate use by account holder or user. Student and staff members have no expectation of privacy in any material

that is stored, transmitted, or received via the District's Network of District computers.

#### General

rules for behavior and communications apply when using electronic networks. The District's Authorization for Network Access contains the appropriate uses, ethics, and protocol.

Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

3. Monitoring – The District reserves the right to review any material on the user accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and fileserver space, the District shall respect the privacy of user accounts.
4. Network Etiquette – All users are expected to abide by the generally accepted rules of network etiquette. These include, but are limited to, the following:
  - a. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - b. Assume that all communications and information accessible via the network are private property.
5. No Warranties – The School District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, missed-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.
6. Security
  - a. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and their ability to continue the use of the system.
  - b. Use another individual's account without express written permission of the account holder is prohibited.
  - c. Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
  - d. Any user identified as a security risk for having a history of problems with other computer systems may be denied access.
7. Vandalism and Harassment
  - a. Vandalism and harassment will result in cancellation of user privileges.
  - b. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses.
  - c. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the

sending of unwanted mail.

8. Procedures for Use

- a. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities.

9. Encounter of Controversial Material – Users may encounter material, which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive.

However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

### **Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District Disciplinary options.

### **Curriculum and Appropriate Online Behavior**

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

### **Acceptable Use**

Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's Network or Districts computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering device for bona fide research or other lawful purpose, provided the person receives proper permission from the systems administrator.

The Superintendent or designee shall include measures in this policy's implementation plan address the following:

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

### **Electronic Devices 2022-23**

Use of cell phones, Chromebooks, and other electronic devices that access Internet gateways are permitted at teacher discretion in the classroom.

**Purpose:** While use of technology in the building is allowed and often encouraged, ***it should not be used to interfere with the educational process and/or disrupt orderly conduct within the building.***

#### **Classroom**

Use of cell phones in the classroom is **prohibited unless the teacher allows it for instructional purposes and/or at teacher discretion.** Students are expected to stow away cell phones, as well as earbuds/headphones, upon entering the classroom and keep them stowed away and out of sight until the end of the period.

#### **Teacher Procedure**

1. Step 1 - Warning and date documented
2. Step 2 - Contact with parent/guardian and date documented in PowerSchool log.
3. Step 3 - Dean's Referral

**Consequences** for violating the above-mentioned cell phone policy will result in the following:

# of Violation	Consequence
1	Dean warning - parent phone call with warning of possible cell phone storage upon subsequent infraction.

2	Service Hours assigned by Dean, cell phone stored in dean's office. Student pick up at the end of day.
3+	Device held in dean's office; parent phone call; potential elevated disciplinary consequence

Here are **appropriate** ways in which electronic devices should be used to enhance learning at MHS.

- To access authorized data or files that are relevant to the classroom and done under the guidance of a teacher.
- To work on an assignment for a class.
- To maintain discussion with a classmate about a topic in the course using an approved discussion tool.
- To listen to an educational podcast or view an educational video. TED talks and Khan Academy videos are examples of appropriate sites. (Remember to use your headphones.)
- To create an interactive assignment through technology.
- To organize your life by reviewing/updating your calendar, to-do list, or address book.

**Inappropriate uses of technology devices should be noted by all students.**

- All devices should be turned off and out of sight when directed to do so by a teacher.
- During assessments, unless otherwise directed by a teacher, all devices should be put away and turned off.
- Participating in the acquisition, creation or distribution of materials which are obscene or pornographic in nature, or which is discriminatory or derisive to any person or group of persons based upon race, gender, age, or disability.
- Capturing and transmitting images, videos, or other recordings without the consent of the people in the recording.
- **At no time should students use cell phones to record staff, other students, or physical altercations.**
- Devices are prohibited from bathrooms, locker rooms, and other areas where there is an expectation of privacy.
- Inappropriate Use of technology is subject to overall student discipline policy.
- MHS reserves the right to restrict student technology use on a case by case basis.

All students are expected to use cell phones at appropriate times, and in appropriate places. Below are MHS expectations regarding cell phone use.

**Authorization for Electronic Network Access**

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

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

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

**Equal Educational Opportunity ([Board Policy 7:10](#))**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy [8:20](#), *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

**Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity 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.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to [105 ILCS 5/3-10](#) of the School Code) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#) of the School Code).

## **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

School officials will follow district guidelines in response to student requests for accommodations brought forth by any student based on the student's gender identity.

## **Uniform Grievance Procedure ([Board Policy 2:260](#))**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or its agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7
9. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, programs
11. Victims' Economic Security and Safety Act 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it



and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### **Deadlines**

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

### **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to [Board policy 7:180](#), Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and the identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as

authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### **Decision and Appeal**

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within five school days business of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### **Appointing a Nondiscrimination Coordinator and Complaint Managers**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Name: Shane McCreery, Director of Human Resources

Address: 1350 W. Hawley Street, Mundelein, IL 60060

Email: smccreery@d120.org

Telephone: 847-949-2200

Complaint Managers:

Name: Meghan Bargar

Address: 1350 W. Hawley Street, Mundelein, IL 60060

Email: mbargar@d120.org

Telephone: 847-949-2200

Name: Victor Garcia

Address: 1350 W. Hawley Street, Mundelein, IL 60060

Email: vgarcia@d120.org

Telephone: 847-949-2200

## **Sexual Harassment General Statement of Policy** ([Board Policy 7:20](#))

### **Bullying, Intimidation, and Harassment Prohibited**

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

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual

violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Making a Complaint; Enforcement**

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

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Nondiscrimination Coordinator:  
Shane McCreery, Director of Human Resources  
1350 W. Hawley Street  
Mundelein, IL 60060  
847-949-2200

Complaint Managers  
Meghan Bargar, Dean of Students  
Victor Garcia, Dean of Students  
1350 W. Hawley Street  
Mundelein, IL 60060  
847-949-2200

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

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited

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

## **Required Notification of Sex Offender Registry**

In accordance with Public Act 94-994, we are notifying parents that they may access information regarding registered sex offenders at the Illinois Sex Offender Registry at <http://www.isp.state.il.us/sor/>.

## **Required Health Examinations and Immunizations ([Board Policy 7:100](#))**

### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 12.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Unless an exemption or extension applies, **the failure to comply with the above requirements by the Wednesday after Labor Day of the current school year will result in the student's exclusion from school until the required health forms are presented to the**

**District.** New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of vaccinations is properly submitted.

### **Eye Examination**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

In accordance with rules adopted by the IDPH, , a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification; or
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

### **Administering Medicines to Students ([Board Policy 7:270](#))**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

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

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector, e.g., EpiPen®, and/or asthma medication

prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

### **School District Supply of Undesignated Epinephrine Auto-Injectors**

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

### **School District Supply of Undesignated Opioid Antagonists**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. On or after June 1, 2018, see the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

### **Void Policy; Disclaimer**

The School District Supply of Undesignated Epinephrine Auto-Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.



The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

Medication taken at school must be turned in to the nurse's office. (Medication refers to both prescription and non-prescription over-the-counter medicines). Students are NOT PERMITTED to carry medication with them in school except those students who require an inhaler or an EpiPen. A doctor's order to administer the medication at school and parent permission must accompany the medication. Medication permission forms are available in the nurse's office, the [MHS website](#), or the doctor may fax the order to the nurse's office at (847) 388-4803. The physician must note the need for the drug during the school day, the reason for its use, the benefits and side effects, and an emergency phone number where he/she can be reached. The medication must be in the appropriately labeled container dispensed by the physician or pharmacy. Medication is administered as deemed necessary in order for the student to remain in school and only if the above requirements are met. The school district retains the discretion to reject requests for the administration of medication.

### **Food Allergy Management Program ([Board Policy 7:285](#))**

School attendance may increase a student's risk of exposure to allergens that could trigger a food allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication. *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/Documents/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/Documents/food_allergy_guidelines.pdf).
3. Complies with State and federal law and in alignment with Board policies.

Food Allergy Plan for students with a food allergy is available on the [MHS website](#). This form is to be completed by the parent/guardian and physician and turned in the nurse's office each year.

## **Diabetes Management Program**

A signed diabetes care plan ("DCP") may be submitted by a student's parent/guardian for any student with diabetes who seeks assistance while in school. Upon receipt of a DCP; Mundelein High School shall develop a 504 plan and provide reasonable services and accommodations to the diabetic student. A DCP form may be obtained from the school nurse and can be found on the [MHS website](#). The form is to be completed by the parent/guardian and physician and turned into the nurse's office each year.

## **Homebound Education ([Board Policy 6:150](#))**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

## **Suicide and Depression Awareness and Prevention ([Board Policy 7:290](#))**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

### **Suicide and Depression Awareness and Prevention Program**

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate [Board policy 6:60](#), Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate [Board policy 5:100](#), Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who works with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of preventions, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health

safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:

- a. [Board policy 6:65](#), Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. [Board policy 6:270](#), Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. [Board policy 7:250](#), Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through [Board policy 7:250](#), Student Support Services.
  5. Reporting procedures. Implementation of this requirement shall incorporate [Board policy 6:270](#), Guidance and Counseling Program, and [Board policy 7:250](#), Student Support Services, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

### **Illinois Suicide Prevention Strategic Planning Committee**

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Program.

### **Monitoring**

The Board will review and update this policy pursuant to Ann Marie's Law and [Board policy 2:240](#), Board Policy Development.

### **Information to Staff, Parents/Guardians, and Students**

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

## **Implementation**

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 45/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C.12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

## **Teacher Qualifications** ([Board Policy 5:190](#))

The Superintendent or designee shall ensure that all non-certificated personnel who serve in instructional assistance capacities ("Paraprofessionals" as defined by NCLB, 2001) and who are hired after January 8, 2002 must meet the federal definition of "qualified" per Title I of the Elementary and Secondary Education Act and its implementing regulations as well as state law. All classified employees who serve in instructional assistance capacities whether existing or newly hired after January 8, 2006 must be "qualified."

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License that legally qualifies the teacher for the duties for which the teacher is employed.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title 1, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and highly qualified for their assignments.
2. Through incentives for voluntary transfers, professional development, recruiting programs, or

other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and

3. Ensure parents/guardians of students in schools receiving Title I money are notified of their right to request their students' classroom teachers' professional qualifications.

### **Education of Children with Disabilities** ([Board Policy 6:120](#))

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

Students with disabilities who do not qualify for an Individualized Education Program (IEP), as required by the federal Individuals with Disabilities Education Act (IDEA), may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child has: 1) a physical or mental impairment that substantially limits one or more major life activities; 2) a record of physical or mental impairment; 3) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled

students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

### **Behavioral Intervention Policy** ([Board Policy 7:230](#))

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Testing** ([Board Policy 6:340](#))

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and state wide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, Grading and Promotion.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. [Board policy 7:340](#), Student Records, and its implementing procedures govern recordkeeping and access issues.

### **Student Records** ([Board Policy 7:340](#))

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



is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses; any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s). Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

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

A permanent record of the courses taken by each student containing the grades received and scores for college entrance tests is kept in the Registrar's Office. When a student transfers to another school or applies for admission to college, the school will forward a transcript of the student's grades. Forms for the release of the transcripts to individuals or organizations are available from the Guidance Office.

Completed college applications and transcript request forms must be submitted to the student's counselor for processing. College applications will be processed and mailed through the Guidance Office. Students applying to college must allow five (5) school days for the processing of their applications.

## **Maintenance**

In compliance with state and federal law, the District maintains two sets of student records:

1. The permanent record includes: basic identifying information, birth certificate, academic transcripts, attendance records, health records, scores received on high school-level State assessment tests, and information pertaining to release of the record. Additionally, the permanent record may include honors/awards and activities/athletics. No other information is placed in the permanent record. The



permanent record is maintained for at least (60) years after the student has graduated, withdrawn, or transferred from the District.

2. The temporary record contains all other school student records. The temporary record includes: a record of release of information from the temporary records, scores received on elementary-level State assessment tests, home language survey, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*; biometric information, if any; health-related information; and accident reports. The temporary record also may include: other disciplinary information, family background information, intelligence test scores, aptitude test scores, achievement test results, psychological reports, honors/awards, athletics/activities, teacher anecdotal records, special education records, records associated with Section 504 plans, and other relevant information not required to be in the permanent record.

Temporary records are maintained by the School District for at least five years after the student has transferred, graduated or otherwise withdrawn from the school.

Parents/guardians will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District.

### **Right to Inspect and Copy Records**

Students have the right to inspect and copy their permanent records. Parents/guardians have the right to inspect and copy their child's permanent and temporary records. All rights become exclusively those of the student upon their 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Requests to inspect and copy records will be granted no later than 10 business days after the date that the District receives a written request, or as extended by 5 additional business days.

In cases of divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

The District may charge a fee for copies of records, not to exceed \$.35 per page. However, no individual shall be precluded from copying information because of financial hardship.

### **Access to Records**

Access to student records will be limited to parents/guardians and other authorized persons, except that:

- Information may be released in connection with an emergency, as provided by law.
- The records of a student will be transferred by the School District's official records custodian to the official records custodian of another school district in which the student has enrolled or intends to enroll, upon request of the other school district, and within 10

days of receipt of the request. Parents/guardians will be given prior written notice and an opportunity to inspect and copy the records to be released and to challenge the contents, with the exception of academic grades and any reference to out-of-school suspensions or expulsions.

- Access will be granted to persons as specifically required by State or Federal law.
- Access is granted to school, District, or State Board of Education employees or officials with current demonstrable educational or administrative interest in the student, in furtherance of such interest. A school or District employee or official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health/medical staff and law enforcement unit personnel); a Board member; a person or company with whom the School District has contracted as its agent to provide a service instead of using its own employees (e.g., attorney, auditor, medical consultant, therapist, evaluator, data analysis/reporting firm, cloud computing providers and/or providers of educational software or apps, such as Google); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school or District employee or official has an educational or administrative interest if he/she needs the student record information in order to fulfill their professional responsibilities.

Disclosure also permitted without parent/guardian consent in the following situations:

- To any person for the purpose of research, statistical reporting or planning, provided that such research, statistical reporting or planning is permissible under and undertaken in accordance with applicable law;
- Pursuant to a court order, as provided by law; and
- To juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

For any release of information other than specified above or otherwise authorized by law, the School District must receive the prior written consent of the student's parent/guardian. The student's prior written consent will be requested where the student is age 12 or older and the student records include information protected under the *Illinois Mental Health and Developmental Disabilities Confidentiality Act*.

### **Challenge of Records**

A parent/guardian or eligible student may challenge a record that he/she believes is inaccurate, irrelevant, or improper. To do so, the parent/guardian or eligible student should write to the District's Records Custodian and clearly identify the records to be challenged and the basis for the challenge. A hearing may be requested and the School District's decision may be appealed. The right to challenge school student records does not apply to: (1) academic grades, or (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring. For more information about challenging student records, please contact the District's Records Custodian.

**Rights Statement**

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under state law.

**Complaints**

Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the student record requirements of the *Family Educational Rights and Privacy Act*. Such complaints may be sent to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Student Directory Information**

"Directory information" may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student's name, address, grade level, birth date and place; parents'/guardians' names, addresses, email addresses, and telephone numbers; academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school. The District also has designated as directory information: Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.

No photograph highlighting individual faces will be used for commercial purposes (including solicitation, advertising, promotion or fundraising) without prior, specific, dated and written consent of parent/guardian, or student, as applicable. The following shall not be designated as directory information: an image on a school security video recording, student social security number, or student identification or unique student identifier.

A parent/guardian may ask the District not to release directory information by submitting a written request to the school, addressed to the principal, within the first two (2) weeks of the school term.

## **Student and Family Privacy Rights ([Board Policy 7:15](#))**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **Surveys Created by a Third Party**

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

### **Survey Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

**Instructional Material**

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

**Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for Participants in Extracurricular Activities).
4. Is otherwise authorized by Board policy.

**Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude,

- or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
  6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

### **Notification of Rights and Procedures**

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given by parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

### **Environmental Quality of Building and Grounds ([Board Policy 4:160](#))**

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS235/, and the Lawn Care Products Application and Notice Act, 415 ILCS65/.

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

### **Asbestos Management Notice**

The School District is committed to safely and effectively managing asbestos in its schools. In accordance with the regulations established by the Illinois Department of Public Health (IDPH), the School District ensures that ongoing building surveys (including six-month surveillances and

three-year re-inspections) are performed to identify and safely manage previously-installed asbestos-containing products. In addition, all building renovations are reviewed in advance by the District's Designated Person to ensure that asbestos-containing materials will not be disturbed without proper safeguards. Work that requires removal or repair of asbestos-containing material is restricted to trained and qualified persons only. The School District's asbestos management records are located in the Business Office. Individuals who wish to review the records or discuss asbestos-related concerns may contact the Chief School Business Official at (847) 949-2200.

## **CODE OF CONDUCT**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **School Property**

School property, including but not limited to desks, lockers, textbooks, and 1:1 computers, is owned and controlled by the District and the District may make reasonable regulations regarding its use.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety, or welfare of the District, its employees and students, without notice to or consent of the student, and without a search warrant. In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

### **Off-Campus Conduct at School-Related Activities**

#### **When and Where Conduct Rules Apply**

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any

time;

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

## **Student Dance Expectations**

IDs are required at all dances.

At some school sponsored activities, Mundelein High School students may be allowed to invite one guest. All guests must be a guest of a specific Mundelein High School student who takes responsibility for the actions of their guest. Guests must be at least a freshman in high school and no older than 20 years of age. Guests must remain in the company of the Mundelein High School student at all times and carry proper identification. Some events may require pre-approval for a guest to attend (i.e. dances)

All students attending a dance sponsored by Mundelein High School acknowledge that it is a school related event and that all school rules apply. During school dances students may be required to wear a wristband. They are expected to dance in a respectful manner and if they are seen dancing inappropriately their wristband will be cut. If the student continues to dance inappropriately, they will be removed from the dance. Students who are removed for inappropriate dancing at more than one dance during their tenure at Mundelein High School are subject to being banned from subsequent dances. Guests that are removed from any dance, for any reason, will no longer be welcome at future MHS functions. If inappropriate dancing is widespread, music may be stopped for a period of time. If after the music has been turned back on, the dancing continues to be inappropriate, then the dance may end prior to the scheduled end time. Administration reserves the right to remove any student from a dance for any type of behavior that is deemed inappropriate. At Prom, the students will not have to wear wrist bands, but they still need to follow the Respectable Dancing Expectations.

## **Prohibited Student Conduct**

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is:

- (a) on the student’s person;
- (b) contained in another item belonging to, or under the control of, the student, such as in



- the student's clothing, backpack, or automobile;
- (c) in a school's student locker, desk, or other school property; or
- (d) at any location on school property or at a school-sponsored event.

The school will cooperate with all law enforcement agencies in educating students to the dangers of drugs and alcohol. Additionally, students found to have violated these rules may be referred to local law enforcement authorities for violation of state and local laws and ordinances.

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

1. **Aggressive Behavior:** Using any form or type of aggressive behavior that does, or is reasonably likely to do, physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct. Bullying and/or intimidation of others includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another person in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any person in such a way as to disrupt or interfere with the school's educational mission, education, or well-being of any person. Bullying or intimidation most often will occur when a person asserts physical or psychological power over, or is cruel to, another person perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.
2. **Audible Electronic Devices and Headphones and Wireless Communications Devices (Cell Phones) (Board Policy 7:190):** Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the building principal.

Failure to follow these procedures will result in the following consequences:

- First offense: Parent pick-up of the electronic device
- Second offense: Dean Referral

MHS assumes no responsibility for electronic equipment brought to school. MHS does not provide insurance against theft or loss of personal property.

3. **Cafeteria Violation:** Students using the cafeteria are subject to the following guidelines:
  - a) Students must appropriately carry and display their ID card going through the lunch line.
  - b) Every student at a table is responsible for the cleanliness of that table.
  - c) Materials to clean up accidental spills are available in the dish room.
  - d) Students will return their serving tray, containers, and trash to the disposal area and

clean up their table as soon as they have finished eating.

- e) Students will be excused from the cafeteria at the end of the lunch period.
  - f) Cafeteria violation may result in disciplinary action.
  - g) Students are not allowed to have any food from outside vendors in the cafeteria.
  - h) No food and/or drinks other than water are allowed in the academic corridors and classrooms unless approved by an administrator.
4. Computer Misconduct/Tampering/Hacking/Viruses: Distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations and interferes with the rights of other students or staff members is an unauthorized use of computers and a violation of the District's network/internet use policy. Students may receive consequences from the Dean's Office for violation of the Acceptable Use Policy.
5. Display of Affection: Students are expected to use good judgment and refrain from open displays of affection. Affection beyond hand-holding may result in disciplinary action.
6. Disrespect to Employees: Any conduct or act which is abusive, or disrespectful to, a teacher or other employee of the District.
7. Disruption: Conduct which materially and substantially threatens to or actually disrupts the educational process or interferes with the liberty, property, or other rights of a school employee, student, or person on school premises or attending a school activity.
8. Drugs, Synthetic Drugs, Controlled Substance, Alcohol, Tobacco & Electric Cigarettes ([Board Policy 7:190](#)):
- 1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
  - 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
  - 3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
    - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis,

even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. 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 had the prohibited substance, as applicable, in their possession.

- 9. Failure to Report to the Office: Failure to report to the office when referred by any staff member will result in additional disciplinary consequences over and above those imposed for the conduct for which the referral was made.
- 10. Fighting: Fighting between students or among groups of students will not be tolerated. Individuals involved in a fight may receive disciplinary consequences regardless of who started the fight. Incidents involving pushing, shoving, wrestling, horseplay, etc. may be considered fighting, regardless of the intent to harm or the consent of the participants.
- 11. Forgery: Forging or altering passes, IDs or other school-related documents is prohibited. Students who misrepresent their identity or fail to identify themselves upon request of any

staff member will be subject to disciplinary action.

12. Gambling ([Board Policy 7:190](#)): Students may not gamble or possess gambling paraphernalia. Gambling paraphernalia will be confiscated. Gambling paraphernalia includes but is not limited to any cards, dice, game sheets, chips, etc. that are related to the exchange of money and/or goods in any gaming situation.
13. Gang Activities ([Board Policy 7:190](#)): The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session, or at school related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy.

As used herein, the phrase "gang-related activity" shall mean any conduct engaged in by a student

- (1) on behalf of any gang
- (2) committing or conspiring to commit criminal offenses
- (3) engaging in conduct that is contrary to the public good
- (4) engaging in conduct that interferes with or disrupts the District's educational process or programs
- (5) perpetuating the existence of any gang, or
- (6) affecting the common purpose and design of any gang, including without limitation, the recruiting of students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang. The following activities are prohibited:

Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gang tattoo (gang tattoos must be covered at all times at any school-related event) or other item which is evidence of membership or affiliation in any gang. Committing any act, or use of any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang. Use of any speech or commission of any act to further the interests of any gang or gang activities, including but not limited to:

1. soliciting others for membership in any gangs;
2. requesting any person to pay protection or otherwise intimidating or threatening any person;
3. committing any other illegal act or other violation of school district policies;
4. inciting other students to act with physical violence upon any other person.

14. Gross Disobedience, Insubordination or Misconduct: Gross disobedience or misconduct includes, but is not limited to, repeated or persistent violation of the school rules, or a single highly serious incident. Furthermore, refusing to comply with the reasonable instructions of

school personnel is a violation of school policy.

15. Hazing, Harassment, Intimidation, Bullying, or Cyberbullying ([Board Policy 7:180 and 7:190](#)):

Engaging in having or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, having, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

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

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

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

**Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

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

more of the following:

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

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* 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*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the

following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Shane McCreery, Director of Human Resources  
1350 W. Hawley Street  
Mundelein, IL 60060  
847-949-2200

Complaint Managers:

Meghan Bargar, Dean of Students  
Victor Garcia, Dean of Students  
1350 W. Hawley Street  
Mundelein, IL 60060  
847-949-2200

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet

with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collected for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.



12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

To anonymously report bullying, use anonymous Bully Report Form on the MHS website ([www.d120.org](http://www.d120.org)). False reporting of an incident is against state law and school policy.

16. Interference with Employees: Interference with school personnel in the performance of their duties.
17. Laser Pointers ([Board Policy 7:190](#)): Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
18. Leaving/Entering: No student who has arrived on school property will be allowed to leave the school building or premises without a pass signed by an administrator. All students who enter/leave the building and/or school premises during the school day must be excused and sign out in the Attendance Office. (This excludes students who have privileges to leave for lunch)
19. Lighters/Matches: Possession of lighters/matches are not allowed during the school day and/or at any school-related event or activity.
20. Misrepresentation/Lying: Any misrepresentation or lying to any staff member is prohibited.

21. No Hall Pass/Unauthorized Areas: Students are not permitted to be in the halls during non-passing periods without a hall pass. Students are not permitted to be in unauthorized areas without being accompanied by a staff member.
22. No Identification Card: Students are issued a Mundelein High School identification card. All students are expected to have the identification card in their possession at all times. They may wear it on a lanyard or have it in their backpack, pocket, or purse. Students may not trade or loan their identification cards to other persons. If a student does not possess a school issued ID, they must go to the Deans' Office and request a schedule with their bar code on the bottom. The student will be given a new ID and their account will be charged \$5.00.
- Lost identification cards must be replaced immediately. A fee of \$5.00 will be charged for each replacement. Students will not be allowed to enter school without the proper display of their identification card or a temporary ID. Students who are found in the building during school hours without their identification card will be brought to the security desk and asked to obtain a temporary ID.
23. Profanity: Students may not use language which is reasonably considered to be profane or vulgar or disrupts the educational environment of the school.
24. Public School Fraternity, Sorority or Secret Society ([Board Policy 7:190](#)): Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
25. Pushing/Shoving/Horseplay: Pushing, shoving, wrestling, and other horseplay is prohibited.
26. School Records: Unauthorized access to, possession of, or alteration of school records. Students who use the school's computers, computer network, computer access, telephone lines, etc. to harass, intimidate, or threaten other people, engage in illegal activity, hack into the School District's computer network or the networks of others, or create or deliver computer viruses will be subject to disciplinary consequences, including loss of computer privileges.
27. Theft ([Board Policy 7:190](#)): Theft of school property or property of other individuals is prohibited.
28. Threats: Threats to the health, welfare, or safety of students, staff members, or their families, or threats to disrupt the learning environment of the school are prohibited. Such

threats may be referred to law enforcement authorities for criminal prosecution.

29. Unexcused Absence/Cutting ([Board Policy 7:190](#)): Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants
30. Vandalism ([Board Policy 7:190](#)): Causing or attempting to cause damage, to deface, or destroy school property or the property of others is prohibited. Students and their parents are responsible for the cost of repairing or replacing intentionally damaged school property.
31. Weapons ([Board Policy 7:190](#)): Using, possessing, controlling, or transferring a weapon. 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 at least one calendar year but not more than 2 calendar years:
1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
  2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look alikes of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## **Dress Code** ([Board Policy 7:160](#))

*The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.*

### **Allowable Dress & Grooming**

- Students must wear clothing including both a shirt and pants or skirt, or the equivalent (leggings dresses, etc), and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- **Clothing must cover undergarments (waistbands and straps excluded).**
- **Fabric covering all private parts must not be seen through.**
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### **Non-Allowable Dress & Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

### **Flower, Gift, and Food Deliveries**

We will not accept flowers and/or gifts to be delivered by outside vendors to students during the school day. Please arrange for such items to be delivered to the student's home. No outside food (except homemade lunches) can be brought to, delivered to or sold in the cafeteria or classrooms during the school day except for in the context of school sanctioned activities.

### **Pets**

Pets are known to trigger allergic or asthmatic reactions in people with these chronic conditions. In order to ensure optimal health and wellness of the entire school population, pets will not be allowed in the school building. Exceptions may be made when a living thing(s) is needed for teaching a portion of the grade level curriculum. Visiting pets may be observed outside during fair weather or inside the front vestibule during inclement weather. Teachers should ensure that

students with known pet allergies are not directly exposed to visiting pets.

## **Bus Behavior** ([Board Policy 7:220](#))

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

### **School Bus Suspensions**

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

1. Prohibited student conduct as defined in Board of Education policy 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Academic Credit for Missed Classes During School Bus Suspension**

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

### **Electronic Recordings on School Buses**

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

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

## **Solicitation of Funds**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school assistant principal, principal, or the superintendent of schools.

## **Demonstrations or Meetings on School Premises (Non-School-Sponsored)**

Any student who wishes to promote, organize, or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the administration at least five (5) working days prior to the requested activity. The five (5) day period does not include the day of the request or the day of the activity. Before approving the request, the administration will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

## **Disruptive Acts at the End of School Semester**

Any student who engages in disruptive behavior on or near the last day of a school semester may be suspended for the remainder, if any, of the current school year, and into the following school year and may be excluded from end-of-year activities.

## **Motor Vehicles on School Grounds and Parking**

Seniors and juniors must have a valid driver's license and proof of insurance in order to obtain a parking permit. Seniors and juniors who drive vehicles on school property must comply with all state and local laws. Parking on campus is a privilege. The non-refundable cost of a parking permit is \$120.00 per semester or \$200.00 for a yearlong pass.

In the spring of the previous school year, students can register on-line to get a "parking lottery ticket". Students will need to register on-line from their District 120 account. Numbers and names will be documented on a Google spreadsheet; juniors and seniors on separate spreadsheets. This will be the ONLY time to register for a permit.

Using a randomizer (if needed for the seniors) the lottery numbers will be picked the first day of finals. Seniors will get top priority; after all senior requests have been honored junior numbers will be picked. "Winning" lottery students will be notified by email. The email will detail pick up dates, times, and procedure.

To claim students will be required to present their driver's license, proof of insurance, vehicle registration, and a permission slip. All permit payments need to be paid online previous to picking up the permit. Students purchasing a parking permit must be in good standing by having all fees paid, books/equipment returned, and minimal previous parking violations. If the student cannot fulfill these requirements, the student forfeits claim to the parking permit. Students will have the option of a yearlong permit or the current semester parking permit however second semester draws will come from students who have already registered and did not receive a permit. It is best to purchase a yearlong permit. We will provide the students with specific instructions on where the parking permit needs to be placed on the vehicle.

At the end of semester one, any early graduates will surrender the assigned parking permit. Any student who registered in May and did not receive a yearlong parking permit will be randomly selected from the original list. Students will be able to pick up their permits during the week of 1st semester finals in the Security Office.

The privilege of parking on campus may be suspended or revoked by the administration for the following, including but not limited to:

1. Excessive absences (Excused and or/Unexcused)
2. Out-of-school suspension(s)
3. Reckless driving on school grounds
4. Illegal parking
5. Leaving campus without permission
6. Driving students who do not have privileges off-campus during the school day

While parking on campus the following rules apply:

1. Parking permit must be displayed in the front windshield, lower passenger side.
2. No loitering in vehicles will be permitted.
3. No parking is allowed in any visitor area. (violators will be towed)
4. No student parking in west, north or annex lots, including after school for athletic practices.
5. Students must park within the lines and follow the designated traffic patterns.
6. Students are expected to follow the directions of school security.
7. Unregistered vehicles or those illegally parked will be towed at the owner's expense.
8. While in the school parking lots, all vehicles may be subject to search by school officials.
9. The Mundelein Police may ticket cars illegally parked (i.e. handicapped parking, fire lanes, etc.).

Permits are not transferable.

Freshmen and Sophomores will not be allowed to park for any reason, including hardships. No special exceptions will be made during finals week for any students to park in the lot. Limit of 2 vehicles per household (separate vehicles). There is no multiple vehicle discount.

Each parking spot is assigned a number. Students are to park in their assigned parking spot, according to number, only.

Temporary parking spots may be made available for a fee of \$5 per day. Students must apply for these spots in the security office at least 2 days in advance.

Vehicles parked on school grounds may be subject to searches. It should also be noted that a violation of the drug policy can result in both legal and school consequences.

Parking at Mundelein High School is at your own risk. Any damages incurred are not the responsibility of Mundelein High School.

### **Student Fund-Raising Activities** ([Board Policy 7:325](#))

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity.

Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to [policy 8:90](#), Parent Organizations and Booster Clubs.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount, and door-to-door solicitations are prohibited.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement on school property (e.g., posters or placards) must:
  - a. Develop viewpoint neutral guidelines for the creation of messages;
  - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or



- the donation will be returned; and
- c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

## **Search and Seizure** ([Board Policy 7:140](#))

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

### **Students**

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### **Seizure of Property**

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

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

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

## **Student Publications ([Board Policy 7:315](#))**

### **Definitions**

*School official* means a Building Principal or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

*Student media* adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

### **School-Sponsored Media**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;

3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. Violate any of the District's policies, including but not limited to (1) its educational mission in policies 1:30, School District Philosophy and 6:10, Educational Philosophy and Objectives, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to policies 6:65, Student Social and Emotional Development, and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; or
  - c. Materially and substantially disrupts the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated and school officials and student media advisers may edit or delete such media material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

### **Non-School Sponsored Publications Accessed or Distributed On Campus**

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students,

including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;

4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

### **Bullying and Cyberbullying**

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

## **Student Privileges**

Undesirable behavior may result in a student losing a specific privilege for a period of time no less than 5 school days and no longer than the length of the school year. Students may not receive back privileges if they fail to complete any assigned remediation. Attending school sponsored activities (i.e. dances, athletics, extracurricular activities) is a privilege for all students. Students must have regular attendance and be meeting all academic requirements deemed necessary by the Board of Education and IHSA to participate in extracurricular activities and athletics. Failure to act in an appropriate manner conducive to the learning environment and in compliance with school policies and rules may result in the temporary and/or permanent loss of one or all of these privileges.

## **Lunch Privileges**

Lunch Privileges are defined according to your academic credits: Seniors and Juniors with valid MHS student IDs can leave the building for lunch through designated doors. Seniors and

juniors are subject to lose their privileges due to unexcused absences, tardies, discipline, failing grades, outstanding fees, or parent requests.

## **Senior Exam Exemption**

Seniors may exempt final exams during semester 2 only. All senior exam exemptions will be at the discretion of the teacher. Seniors with teacher permission to exempt exams are still expected to attend class. Regular attendance procedures will be followed by teachers and staff.

## **Disciplinary Measures**

Section 10 – 20.5 of the School Code of Illinois specifies that the Board of Education has the responsibility to adopt and enforce all necessary rules for the management and government of the public schools of its district. Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognized as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the school district.

Students who violate school rules and/or policies are subject to disciplinary action. Discipline may include any one or more of the listed measures in response to violation of school rules. The disciplinary measure(s) are imposed on a case-by-case basis depending on the severity or persistence of the conduct involved. The action is set by federal, state/city laws, and administrative and school board policies.

Alternatives to disciplinary action are determined at the discretion of the administration.

# **STUDENT ATTENDANCE**

Regular attendance is necessary for success in school. A record of punctuality and attendance is maintained for each student. Regular attendance is required for all students. For students the age of sixteen and under, attendance is required by state law. If this law is violated, the student and the parents are subject to legal action. Students and parents should closely monitor attendance in each individual class. An absence is an absence whether excused, unexcused. Absences from class will impact learning and may affect a student's performance and final grade.

## **Attendance and Truancy ([Board Policy 7:70](#))**

**Definitions:**

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

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

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

Truant minor: A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

## **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child:

- (a) between the ages of 6 and 17 years of age (unless the child has graduated from high school), or
- (b) who is enrolled in any of grades 9 through 12, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school:

- (1) any child attending a private school (including a home school) or parochial school,
- (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
- (3) any child lawfully and necessarily employed,
- (4) any child over 12 and under 14 years of age while in confirmation classes,
- (5) any child absent because his or her religion forbids secular activity on a particular day, and
- (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

## **Truancy**

The Superintendent or designee shall develop diagnostic procedures for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures include, but are not limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other

people who may have information. The following supportive services may be offered to truant or chronically truant students: parent/teacher conferences, student and/or family counseling, or information about community agency services. Any 16 or 17-year-old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants. The Superintendent or designee will determine if a student is truant, chronic or habitual truant, or a truant minor. If truancy continues after supportive services have been offered, the Superintendent or designee may request the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education. No punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

## **Absence Procedures for Students/Parents**

In the case of absence, the parent or legal guardian must call the school on the day of the absence. Emails and notes are not acceptable methods for reporting absences. Make sure the student's name, ID#, date, reason for absence, and the name of the person making the call are given in the message.

- English Attendance phone number: 847-949-2200 extension 1999.
- Spanish Attendance phone number: 847-949-2200 extension 1998.

It is the student's responsibility to make sure a call is received by 10 a.m. the day of the absence. Failure to report an absence by 10 a.m. on the day of the absence may result in the absence remaining unexcused. A Doctor's note or court papers must be presented to the Attendance Office within 5 school days of the absence in order for an absence to be excused after the fact. Any doctor notes submitted beyond the five (5) days must be appealed to the Dean's office. Failure to report an absence on the day of absence can result in disciplinary action, and/or no academic credit for the school day.

In keeping with Section 26-2A of the Illinois State Code. Mundelein High School considers the following circumstances to be valid causes for a student's absence:

1. Illness
2. Religious Holidays
3. Death in the Family
4. Valid Doctor/Dentist or Court Appointment. A student must present a valid documentation upon their return to school.
5. Mental Health (up to 5 days)
6. Family Emergency. Family emergencies need to be cleared by an administrator if they are to

be excused.

An automated phone call will be made at the end of the day to inform parents of any unexcused absences or tardies. This is a courtesy call and parents should check Power School for specific information.

## **Tardy**

Mundelein High School believes student punctuality enhances quality education and reinforces positive work habits. All students are expected to be in their classrooms when the bell rings. Teachers will close classroom doors when the bell rings. At that point, students must obtain an admit slip to enter class. Consequences for not being in class when the bell rings will be determined by the administration.

A tardy is defined as a student arriving late to class without a pass. Tardies are excused for emergency reasons only. Oversleeping, automobile problems, missing the bus, etc. are not considered emergencies. Parents are required to call the Attendance Office by 9:15 a.m. to explain the reason for the tardy.

## **Truancy/Unexcused Absences**

All tests or assignments on a day of truancy (unexcused absence) will receive no credit. Students who are truant the day before a test or assignment may be required to take the test or turn in the assignment the day they return. Parents should contact the attendance office regarding further details of such absences. Student attendance can be viewed online with PowerSchool.

## **Leaving/Entering the Building (appointments/call-outs)**

1. The Attendance Office must have a call by 10 am from the student's parent/guardian and the administrator must excuse the reason for leaving before a student will be allowed to leave campus.
2. Once the call has been received and the reason for leaving has been approved, the student must sign out at the Attendance Office. If the student returns before the end of their school day, he/she must sign in at the Attendance Office.
3. Any student leaving the building or returning to the building without following these procedures may be considered unexcused and may be subject to disciplinary action. The student may not receive credit for the periods missed.
4. Juniors and Seniors with privileges may only leave the building during their privilege period or during lunch. At any other time, they must sign out of the building and have permission from the Attendance Office to leave.
5. Freshman and Sophomores leaving for lunch with permission need to have a



- parent/guardian come into the Attendance Office to sign them out.
6. If a student has been called out by a parent they may not remain on school property.

## **Make-Up for Excused Absences**

Students will be allowed two school days for each day of excused absence, to make up their work. It is the student's responsibility to ask their instructors for assignments. Students may be required to take tests and turn in assignments the day they return from an absence if they knew of the assignment prior to their absence. Whenever possible, assignments should be collected for a student when an absence of three (3) days or more is expected. Parents or students should contact the teacher by email to arrange for assignments. For additional assistance, please contact your student's counselor. Assignments may be picked up in the Attendance Office at 3:20 p.m. the day following the request. When absences will exceed five (5) days due to illness, parents should talk to the school social worker about homebound instruction.

## **Excessive Absences**

"Excessive absences" is defined as more than 8 authorized call-outs, late arrivals, or early dismissals per course, per semester. After 8 authorized call-outs, late arrivals, or early dismissals, a student must provide either a doctor's note or a court document in order to excuse the absence.

## **Mental Health Absences**

In January 2022, Gov. J.B. Pritzker signed into law a change to the School Code that permits students to be absent from school for mental health reasons. Students may be absent from school for up to 5 days each school year for Mental Health reasons. A Mental Health Absence allows the student to be absent from school without providing a doctor's note. If a student has been absent for Mental Health reasons for 2 days, they may be referred to the appropriate Student Service Team Member.

On days when your student must be absent from school, please call the Attendance Office each day that the student is absent. The Illinois School Code only permits a student to be absent from school due to **illness**, observance of **religious holidays**, death in the immediate family, or family **emergencies** and now up to 5 days each year for **mental health** reasons. **All excused absences are part of the cumulative absence total.**

If you are concerned about your student's mental health or social emotional well-being, it is important that we partner together to offer supportive services. Please reach out to your student's support team to discuss your concerns.

## **Advanced Absences**

Occasionally students may be aware of expected dates of absences. If these expected absences are going to be (3) or more days, the student should complete an advanced absence form from the Deans' Office, and comply with the Advanced Absence Procedures. An advance absence form should only be used for the "valid causes for student absence" listed in the previous section. All advanced absences need to be pre-approved by a building administrator.

In order to facilitate requests, maintain accurate school records, and provide students with an opportunity to remain current in their classes, the following procedures have been established.

1. All provided assignments must be completed upon return to school unless otherwise arranged with the teacher.
2. Students who do not comply with the Advanced Absence Policy will be denied make-up privileges and credit.
3. Personal vacations/extended absences before/after a designated school break are not valid cause for a student to be absent. These absences will count toward the excessive absence policy and may result in the absence being considered unexcused.
4. Exceptions to the policy, for emergencies only, need to be pre-approved by Administration.

For clarification, parents should contact the Deans' Office.

## **University/College Visit**

If a student is planning to visit a university or institute of higher learning, he or she should pick up the required form from the Deans' Office. Upon return, the validated form must then be submitted to the Attendance Office for the absence to be considered an authorized absence approved by the administration. Furthermore, students must be called out on the day of the visit. All forms must be pre-approved and submitted 24 hours prior to the absence. College visit days will be considered an administrative excused absence for Juniors/Seniors. Juniors/Seniors will be allowed two (2) days (per school year) that will be exempted from the excessive absence policy for college visit days. Any days beyond two (2) will count toward excessive absences.

## **Attendance Requirements for Participating in School Sponsored Activities**

A student must attend 4 class periods during the school day or be participating in school-sponsored activities during the school day if he/she wishes to participate in any after-school sponsored (i.e.. athletic, theatre, band, dance, etc.) activity on that day. For any student absence of more than 4 periods, the student must receive clearance from administration before the end of the school day to participate in school-sponsored activities.

## **ATHLETICS**

Mundelein High School believes that it is the function of the Athletic Department to provide sports which are interesting, wholesome, stimulating and enjoyable for all students. The overall objective is to develop physical fitness, sports habits and skills, sportsmanship and a spirit of competitiveness in each boy and girl. All parents and athletes are asked to carefully consider the implications of participation in the high school athletic program.

### **Sports**

#### **Fall Sports**

Boys Cross Country  
Football  
Boys Golf  
Girls Tennis

Girls Cross Country  
Girls Golf  
Girls Swimming/Diving  
Girls Volleyball

Cheerleading (Sideline)  
Pom (Sideline)  
Boys Soccer

#### **Winter Sports**

Boys Basketball  
Boys Swimming/Diving  
Wrestling  
Boys Bowling

Girls Basketball  
Girls Gymnastics  
Girls Bowling

Cheerleading (Competition)  
Dance (Competition)  
Winter Guard (Competition)

#### **Spring Sports**

Baseball  
Boys Gymnastics  
Boys Track  
Boys Water Polo  
Boys Volleyball  
Boys Tennis

Girls Soccer  
Softball  
Girls Track  
Girls Water Polo  
Girls Lacrosse

## Boys Lacrosse

Participation in athletics is a privilege and not a right. Students who decide to participate shall be expected to exemplify the highest standards of sportsmanship, behavior and fair play. Students who are unable to abide by the expectations established by Mundelein High School will be subject to disciplinary action. These expectations will be enforced year round from the time the student enrolls until the time they graduate.

Athletes and parents have the right to appeal a disciplinary action to the Athletic Council. The Council is composed of the Athletic Director, Principal or their designee, and a head coach.

The Illinois High School Association is required to post on its website a training video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AEDs). Parents are encouraged to view the video. The video can be viewed [here](#).

## Athletic Code and Training Rules

### Eligibility

- An athlete must pass a minimum of five (5) subjects the previous semester and must be passing a minimum of five (5) subjects each week in order to be scholastically eligible for athletic competition.
- A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which eligibility shall terminate on the first day of the sport season.
- Students wishing to participate must also have the following documentation on file in the athletic office: a physical exam, an insurance waiver signed by the student and their parents, emergency info, a signed copy of the Athletic Code of Conduct, and a signed copy of the information sheet on concussions and the concussion policy.
- The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
- The student and their parent(s)/guardian(s) must complete forms required by the Illinois High School Association concerning its performance enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

### Athletic Code of Ethics

- Fair, hard play at all times, showing respect for opponents, officials and spectators.
- Conduct with the highest degree of character on and off the field.
- Faithful completion of schoolwork as practical evidence of commitment to school and team.
- Complete observance of all training rules and school policies.
- Give opponents the credit for their ability and the respect you would hope to receive in return.

- Be modest and considerate in victory; be gracious in defeat.
- Realize it is an honor and a privilege to represent Mundelein High School.
- Realize that team success comes before individual recognition.
- Sportsmanship and competition are the primary reasons for high school athletics.

## **RULE 1 - ATTENDANCE AT PRACTICE OR GAMES**

Athletes leaving school because of illness during the day will not be eligible to participate in sports that day.

Athletes who are ill and arrive late to school, before half of the school day is over, will have their eligibility decided by the Athletic Director who will keep in mind the welfare of the athlete.

Athletes, who are absent from school for reasons other than illness, will have their eligibility left to the discretion of the administration. Practice is mandatory unless personally excused by the coach.

## **RULE 2 – CONDUCT UNBECOMING AN ATHLETE**

Athletes will not display behavior on or off the playing field which, in the opinion of the coaching staff, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.

### **Sanction**

Punishment will be handled by the coach and the school Administration. The range of punishment goes from verbal warning to dismissal from the team.

## **RULE 3 – TOBACCO/ALCOHOL/DRUGS IN ANY FORM**

Athletes will refrain from the use or possession of electronic cigarettes and/or vaping devices, tobacco, alcohol, and illegal drugs, including steroids.

### **Sanctions**

1st Offense: The athlete will be suspended from competition for one calendar year from the date the offense is reported to the Athletic Director. This may be reduced to 50% of an athletic season if the athlete successfully completes the Student Assistance Program or outside clinical assessment, as well as the recommendations that evolved from the assessment; this may come at the parent's expense. The 50% will be based on the number of scheduled contests. In the event that 50% of the season does not remain in that sport season, the balance of this suspension will carry over to the athlete's next sports season. (50% will be rounded to the nearest whole number.)

2nd Offense: The athlete will be suspended for one calendar year from the date the offense is reported to the Athletic Director; a second assessment with the Student Assistance program (or

outside drug/alcohol clinician) is also mandated. If the second infraction occurs during a suspension for a first offense, the second suspension will not begin until the first suspension has been served in full. This suspension includes intramurals as well.

3rd Offense: The athlete is no longer allowed to compete in athletics at Mundelein High School. This includes intramurals as well.

## **Self-Admittance**

An athlete or their parents may self-admit a substance abuse problem to the Athletic Department and face no penalty. This is a one-time offer only and may not be used to avert a penalty that has been or will be discovered through “normal” occurrences, i.e. the police have already made an arrest.

Once the athlete or their parents have come forward, the athlete will have to go through an assessment through the Student Assistance Program or outside drug/alcohol clinician, and complete the recommendations of that assessment. During this time the athlete is not under any athletic code penalty and will be allowed to practice and compete as normal. Also, the Athletic Department will treat this with great confidentiality.

While facing consequences for inappropriate behavior is a valuable lesson, the athletic department is also very concerned with the development of all athletes well beyond their high school years. The self-admittance program is designed to offer to the athletes and their parents a tool with which to help foster good decision making throughout their lives.

## **CLUBS AND ACTIVITIES**

The purpose of the extracurricular activities program shall be to provide opportunities to students for service, pleasure, academic enrichment, leadership, and development of individual and group responsibility.

A Student Activity Handbook is available to all students. Copies may be obtained from the Main Office. The Assistant Principal of Student Life oversees all Student Activities.

Student participation in Board of Education approved extracurricular activities is contingent upon the following:

1. The student must attain the academic standards set forth in the Parent-Student Handbook.
2. The Activity Code of Conduct must be signed by the parent(s)/guardian(s) for the student's participation.

Participation in any activity or club is a privilege and not a right. Students who decide to participate shall be expected to exemplify the highest standards of sportsmanship, behavior, and fair play. Students who are unable to abide by the expectations established by Mundelein High School will be subject to disciplinary action. These expectations will be enforced year round from the time the student enrolls until the time he/she graduates.

Students and parents have the right to appeal a disciplinary action to the Activity Council. The Council is composed of the Assistant Principal, Principal or their designee, and a club sponsor.

## **Activity Code and Training Rules**

### **Eligibility**

- A student must pass a minimum of five (5) subjects the previous quarter and must be passing a minimum of five (5) subjects each week in order to be scholastically eligible for activities.
- In addition, students who wish to participate in extracurricular activities are expected to maintain a “C” average each grading period. Students who do not maintain a “C” average or who have failed one or more classes in a term must be actively engaged in school documented efforts to improve their learning performance. Students who fall below these requirements must meet with their counselors to develop a learning improvement plan. Lack of follow-through by the student will result in ineligibility for all extra-curricular activities until there is school documentation that the learning plan is being followed by the student.
- Students wishing to participate must also have the following documentation on file in the activities office; an emergency medical form and a signed copy of the Activities Code of Conduct.
- The student and their parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.

### **Activities Code of Ethics**

- Conduct with the highest degree of character at all times.
- Faithful completion of schoolwork as practical evidence of commitment to school and the activity.
- Complete observance of all activity rules and school policies.
- Realize it is an honor and a privilege to represent Mundelein High School.

### **RULE 1- CONDUCT UNBECOMING A PARTICIPANT**

Participants will not display behavior during or outside the activity which, in the opinion of the sponsor, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.

Consequences are handled by the sponsor and Administration.

## **RULE 2– TOBACCO/ALCOHOL/DRUGS IN ANY FORM**

Participants will refrain from the use or possession of electronic cigarettes and/or vaping devices, tobacco, alcohol, and/or illegal drugs, including steroids.

First Offense: Participant is out for one calendar year; in the activity of music education, the participant may not travel with the group for one calendar year. This may be reduced to one month from the date of the infraction, if the participant successfully completes the Student Assistance Program or outside clinical assessment, and fulfills the recommendations of that assessment; this may come at the parent's expense.

Second Offense: Participant is removed from activities/traveling with the music program for one calendar year from the time of the offense; a second assessment with the Student Assistance program (or outside drug/alcohol clinician) is also mandated for one calendar year from the time of the offense. If the second infraction occurs during a suspension for a first infraction, the second suspension will not begin until the first suspension has been served in full.

Third Offense: The participant is no longer allowed to participate or compete in activities at Mundelein H.S.

## **Self-Admittance**

A participant or their parents may self-admit a substance abuse problem to the Activity Department and face no penalty. This is a one-time offer only and may not be used to avert a penalty that has been or will be discovered through “normal” occurrences, i.e. the police have already made an arrest.

Once the participant or their parents have come forward, the participant will have to go through an assessment through the Student Assistance Program or outside clinical assessment, and complete the recommendations of that assessment. During this time the participant is not under any activity code penalty and will be allowed to practice and compete as normal. Also, the activity department will treat this with great confidentiality.

While facing consequences for inappropriate behavior is a valuable lesson, the activity department is also very concerned with the development of all participants well beyond their high school years. The self-admittance program is designed to offer to the participants and their parents a tool with which to help foster good decision making throughout their lives.