



Student/Parent Handbook

****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.****

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CHAPTER 1 - INTRODUCTORY INFORMATION AND GENERAL NOTICES

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 the student 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 the student 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.
2. 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.
3. Proof of residence, as required by [Board policy 7:60](#), Residence.
4. 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.

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.

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. The residence of a student with a disability is determined in accordance with Article 14 of the *School Code*.

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 they have 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 they 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. Two proof of residency documentation must be provided including one (1) of the following: current lease, current mortgage statement, current real estate tax bill, or a Notarized Residency Verification Form (for those unable to provide any of the previously listed items). Additionally, one of the following **current** documents must be provided: homeowner's insurance policy, vehicle registration, vehicle insurance policy, water bill, gas bill, electric bill, garbage bill, or bank statement.

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 of 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, on behalf of the Board, they 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.

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, 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. In accordance with [Board Policy 7:250](#), students over the age of 12 may access up to eight school counseling services without parental consent. 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. In accordance with [Board Policy 7:250](#), students over the age of 12 may access up to eight school counseling services without parental consent. A student's parent/guardian must consent to regular or continuing services from a social worker.

School Nurses

The school nurses are available daily to provide health services, including medication administration, 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.

Police Liaison Officer

A police officer from the Mundelein Police Department will be present on regular school days. The officer will serve as a resource for students, work closely with personnel, assist in the solution of school related 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, 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 Services

The Assistant Principal of Student Services 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

Students who wish to utilize a hallway locker must email the security team (security@d120.org) to request a locker. 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

Students may be issued a print textbook for certain courses. A student ID is required to check out textbooks from the book room. Each textbook is tracked by a barcode linked to the student's ID number.

Textbooks must be returned in good, usable condition. Damage such as torn pages, broken bindings, or water exposure may result in a replacement fee. Parents/guardians of students with missing textbooks will receive a formal letter and email with details and charges. If the missing textbook is not returned within two weeks after the semester ends, the student's account will be charged the full replacement cost.

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 Main Office. Students are able to utilize their Mundelein High School ID number 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 daily during lunch periods. The Bookstore-Payment Center is also located in the commons. It is open daily 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) 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 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.

Public broadcasting stations will broadcast our school closing information.

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. Our school sanctioned social media accounts will also post information regarding any Emergency School Closings.

Should an e-learning day be implemented, see [here](#) for distance learning instructions.

Equal Educational Opportunities and Sex Equity ([Board Policy 7:10](#))

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability,

status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. 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 discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Nondiscrimination Coordinator/Title IX Coordinator:	Complaint Managers:
Shane McCreery, Asst. Sup. of HR & Legal smccreery@d120.org 1350 W. Hawley Street Mundelein, IL 60060 847-949-2200	Jim Schiffer, Assistant Principal of Student Services jschiffer@d120.org Julia Nadler, Dean of Students jnadler@d120.org 1350 W. Hawley Street Mundelein, IL 60060

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure ([Board Policy 2:260](#)). A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

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.

The District maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the District's policy, is posted on the District website. Information can also be obtained from the school office. Please contact the building social worker for resources or support.

Information about the District's incorporation of Suicide and Depression Awareness and Prevention Program as part of the curriculum can be found in Board Policy 7:290, *Suicide and Depression Awareness and Prevention*. Information can also be obtained from any school building. The following resources may be contacted at any time:

Free and confidential hotlines for Suicide Prevention:

- Dial 988 to reach the Suicide and Crisis Lifeline
- Text HOME to 741741 to reach the Crisis Text Line
- Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email HELP@Safe2HelpIL.com

Accommodating Individuals with Disabilities ([Board Policy 8:70](#))

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

CHAPTER 2 - ATTENDANCE, ACADEMICS, PROMOTION, AND GRADUATION

Student Attendance

Regular attendance is necessary for success in school and regular attendance is expected for all students. Absence from class can negatively impact learning and may affect a student's performance and final grade. A record of punctuality and attendance is maintained for each student. For students the age of sixteen and under, attendance is required by state law and subject to legal action if violated. Both students and parents should closely monitor individual class attendance.

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

Definitions:

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.

Valid cause for absence - A child may be absent from school because of illness, attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, situations beyond the student's control as determined by the Building Principal or such student, voting pursuant to Board policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), or other such circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

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

A child may be absent from school because of illness, attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, situations beyond the student's control as determined by the Building Principal or such student, voting pursuant to Board policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), or other such circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety. For students who are parents, expectant

parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

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 six months, participate in the District's various programs and resources for truants.

The Superintendent or designee will determine if a student is a 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 truant minor 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 or use the "Attendance Monitor" application in PowerSchool to report the absence the same day. 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.

[Link to Step by Step Instruction for the Attendance Monitor Application](#)

- English Attendance phone number: 847-949-2200 x1999.
- Spanish Attendance phone number: 847-949-2200 x1998.

It is the student's responsibility to make sure a call is received by 8 a.m. the day of the absence. Failure to report an absence by 8 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 approved 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. Consequences for not being in class when the bell rings will be determined by the teacher or 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

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/Guardians should contact the attendance office regarding further details of such absences. Student attendance can be viewed online with PowerSchool.

Daily Attendance Process & Procedures for Students and Families

Student attendance will be monitored weekly. Tardies and unexcused absences will be addressed in the following progression.

Tardies:

- First tardy - warning
- Second tardy - final warning
- Third tardy - 15 minute detention
- Fourth tardy - 30 minute detention
- Fifth tardy - 60 minute after school detention
- Sixth and subsequent tardies - Dean issued discipline

Unexcused Absences:

- First unexcused absence - 30 minute detention
- Second unexcused absence - 60 minute detention
- Third and subsequent unexcused absence - Dean issued discipline

Detention definitions:

Detentions may be served before school, during lunch periods, or after school. Students must comply with all rules and expectations while serving their detention. Failure to follow expectations may result in further disciplinary action.

15+5 Attendance Intervention Plan

Purpose: The 15+5 plan is an attendance intervention with the goal of identifying students who are struggling with attendance and reintegrating them back into the classroom.

- 15 represents “15 unexcused absences” from a given class.
- 5 represents “5 actions” taken by the student support team to correct the attendance issue.
- If these two criteria are met within the 15+5 plan and the student’s attendance isn’t improving, the student **may** be removed (dropped) from the class.

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

Pursuant to Board Policy 7:90, Release During School Hours, and for safety and security reasons, prior written or oral consent from a student’s parent/guardian is required before a student is released during school hours.

1. The Attendance Office must have a call by 8 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, they 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. Ninth and Tenth Graders leaving for lunch with permission need to have a parent/guardian call 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 have two school days to make up work for each day of an excused absence. It is the student’s responsibility to request missed assignments from their teachers. If a student was aware of an assignment or test before their absence, they may be required to submit the work or take the test on the day they return. If an absence of three days or more is expected, parents or students should email teachers in advance to request assignments.

If an illness will result in more than five days of absence, parents should consult the students counselor and/or 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 may 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.

University/College Visit

If a student is planning to visit a university or institute of higher learning, they 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 they wish to participate in any after-school sponsored (i.e. athletics, theater, 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.

Academics

Academic Load/Daily Schedule

A full schedule may include up to 7 classes plus a lunch. Decisions pertaining to alternative/abbreviated schedules will include the student, parents, the counselor, and the School Counseling Department Chair.

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 fifth 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. Course changes after the first five days of each semester will require administrator approval.

The daily schedule allows for eight class periods (Periods 1-8) with a lunch period and passing time between classes. Early Bird PE is the only course offered before school. Students enrolled in this course are responsible for their own transportation

The building will open each morning at 7 a.m. The cafeteria is open for students who arrive prior to 8:30 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
Sophomore Status	6
Junior Status	12
Senior Status	17
Needed to Graduate	22

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 needs 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 five days of a new semester.

Waiver of PE Courses

Exemption from 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. The student (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. The student (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.
- For the sports of Cheerleading and Dance, the student athlete can only waive PE during the competition season for their sport.
- 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 Physical 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.

Senior Exam Exemption

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

Exemption from Course Content and Programs ([Board Policy 6:260](#))

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Student Participation in Outside Activities that Count Toward Calculation of Class Hours

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities. Students who desire to participate in any of the above activities should contact the building principal for approval.

Accelerated Placement ([Board Policy 6:135](#))

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

For each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact Jamie DiCarlo at jdicarlo@d120.org.

Grading Policies

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 (i.e.: tests, projects, performances, science labs, research papers, etc.)

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.)

Each summative assessment (tests, papers, projects, etc.) can be reassessed one time, excluding assessments given in the last ten days of the semester. Students may be required to show some type of additional evidence of learning before taking a reassessment. Students who turn in a late summative assessment forfeit their reassessment opportunity on that assessment.

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.

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
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 if this option was previously communicated in the course syllabus. All final exams/assessments are to be part of the learning experience and consistent with curricular, instructional, and assessment procedures during the semester. 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. **Final exams cannot be reassessed.**

Academic Integrity Policy ([Board Policy 6:14](#))

MHS Academic Integrity Policy can be found here: [Academic Integrity Policy](#). Mundelein High School seeks to establish an atmosphere in each classroom which actively fosters academic integrity. Teachers recognize that academic integrity is important to the learning environment. Students should also recognize that academic integrity is an integral part of the learning process.

Academic dishonesty by students degrades their character and reputation and impedes the teaching/learning process. Any action intended to obtain credit for work which 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.
9. Unapproved use of generative AI (a type of artificial intelligence that creates new content from existing data)

Report Cards and Progress Reports

Each academic year is divided into two semesters. After six weeks of a semester, progress reports are sent home to all students with a grade in progress and teacher comments regarding the student's performance in each course. Report cards are sent to guardians the week following the end of each semester. The final grade for the semester will be reported. Final grades do not contain pluses and/or minuses. Families 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 District course requirements. (Adopted: October 28, 2003)
 - a. Establish graduation requirements of twenty-two (22) units
 - i. 4.0 units of prescribed English
 - ii. 3.0 units of prescribed Math
 - iii. 2.0 units of prescribed Science
 - iv. 2.5 units of prescribed Social Science
 - v. participation in 4 units of Health/PE
 - vi. 0.5 unit of Personal Finance or Economics (any level)
 - b. Establish classification requirements that ensure students are adequately prepared for the administration of the State Recognized Assessment.
 - i. Sophomore Status - 6 units
 - ii. Junior Status - 12 units
 - iii. Senior Status - 17 units
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-605, according to the year in which a student entered the 9th grade.
3. Completing all minimum requirements for graduation as specified in State law.

4. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf. A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

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. 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.
4. Taking all other actions needed or necessary to implement this policy.

Student Grades, Transcripts, and Diplomas

Per Illinois School Code, the District does not withhold a student's grades, transcripts, or diploma for any unpaid balance on the student's school account.

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 their high school graduation class. The Superintendent or designee shall provide timely written notice of this procedure to children with disabilities and their parents/guardians.

Assistance with FAFSA Application

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person:

Andrea Rusk, College Counselor, arusk@d120.org

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.

Cum Laude	3.80 to 3.949 weighted or 3.70 to 3.799 unweighted
Magna Cum Laude	3.95 to 4.049 weighted or 3.80 to 3.899 unweighted
Summa Cum Laude	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, bookkeeper, administration, and registrar.

Home and Hospital Instruction ([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 Ill. 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 written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. 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 or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances:

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.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

CHAPTER 3 - STUDENT FEES AND MEAL COSTS

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 fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services, academic credit, or access to athletics or activities due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver. All school student fees and fines as defined by the Ill. State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy.

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for waivers are widely available and distributed according to State law and Ill. State Board of Education (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 and fine waiver when:

1. 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;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or

3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

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 and fines in accordance with State law requirements.

If a student receiving a 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 ISBE rule on waiver of fees.

Information regarding school fee waivers and the application process can be found at:
<https://www.d120.org/resources/parents/registration-2/>

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. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

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. Dept. 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 by mail a copy of them to the family. The District may also use these 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 three 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 three years.

CHAPTER 4 - TRANSPORTATION AND PARKING

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

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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.

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

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

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

All students must follow the District's School Bus Safety Rules. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus. The bus will only pick up students at designated bus stops.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must have the volume kept off, unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Don't distract other drivers on the road. No shouting to others outside the bus.
9. Remain seated, keeping your hands, arms, and head and all belongings inside the bus at all times.
10. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
11. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
12. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
13. Never run back to the bus, even if you dropped or forgot something.

School Bus Suspensions ([Board Policy 7:220](#))

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

1. Prohibited student conduct as defined in Board of Education policy 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of 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.

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

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Students are prohibited from tampering with recording devices.

Motor Vehicles on School Grounds and Parking

Parking Permit Selection Process

In the spring of the previous school year, students can register online to be considered for a parking permit. This will be the ONLY time to register for a permit.

Students will be selected utilizing criteria decided by the building administration each year. Criteria may include but is not limited to items such as:

1. Student academic history
2. Student attendance history: all parent call-outs must be entered prior to the lottery
3. Student behavior history

Students assigned a permit will be notified by email. The email will detail pick up dates, times, and procedure. To claim their parking permit, 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.

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 \$145.00 per semester or \$250.00 for a yearlong pass. Parking 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 two vehicles per household (separate vehicles). There is no multiple vehicle discount.

Temporary parking permits 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.

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

The privilege of parking on campus may be suspended or revoked by the administration for behavior that violates student behavior expectations as outlined in this handbook.

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 Transition Center 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.

The Mundelein Police may ticket cars illegally parked (i.e. handicapped parking, fire lanes, etc.).

CHAPTER 5 - HEALTH AND SAFETY

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

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 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 October 15 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 the student 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 an Illinois school for the first time shall present proof by October 15 of the current school year that the student received an eye examination within one year prior to entry of 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 ninth grade must present proof of having been examined by a licensed dentist by May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the ninth 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.

Exemptions

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

1. Religious 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 the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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.

Medication at School 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, which includes annual completion of the [School Medication Authorization Form](#).

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 authorized to self-carry and self-administer medications. 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 they can be reached. The medication must be in the original 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.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* (SMA Form) is submitted by the student's parent(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 Board Policy 7:270, *Administering Medicines to Students* and its implementing procedures.

Self-Administration of Medication

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

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

The District and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Medications ([Board Policy 7:270](#))

Epinephrine Auto-Injectors

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

Asthma Medications

As required by State law (105 ILCS 5/22-30), the School District maintains a supply of asthma medications. Asthma medications may be administered to a student whom the school nurse or trained personnel in good faith believes is experiencing respiratory distress.

A parent/guardian may submit a written notice stating that the parent/guardian's student is not to be administered asthma medications. Any such notice should be submitted to the School Principal.

The School District and its employees and agents (including a physician, physician assistant, or advanced practice registered nurse providing a standing protocol and/or prescription for an asthma medication) are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an asthma medication, regardless of whether authorization was given by the student's parent/guardian or by the student's physician, physician assistant, or advanced practice registered nurse.

Pursuant to State law (105 ILCS 5/22-30(c)), parents/guardians 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 the administration of an asthma medication, regardless of whether authorization was given by the student's parents/guardians or by the student's physician, physician assistant, or advanced practice registered nurse.

Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists 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 or obtained by the District without a prescription. 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. 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.

Administration of Medical Cannabis

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

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

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

Void Policy; Disclaimer

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

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

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

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

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

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

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.
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. The parent/guardian is responsible for updating the nurse's office of any changes to the diabetes care plan and their emergency contacts in a timely manner.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence ([Board Policy 7:255](#))

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or

victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals. and required by 105 ILCS 5/26A (Article 26A).

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator/Title IX Coordinator:	Complaint Managers:
Shane McCreery, Asst. Sup. of HR & Legal smccreery@d120.org 1350 W. Hawley Street Mundelein, IL 60060 847-949-2200	Jim Schiffer, Assistant Principal of Student Services jschiffer@d120.org Julia Nadler, Dean of Students jnadler@d120.org 1350 W. Hawley Street Mundelein, IL 60060

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

CHAPTER 6 - DISCIPLINE AND CONDUCT

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

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.

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.

Prohibited Student Conduct

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

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 an 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's 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's 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. 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.

- 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device.
- 6. Using or possessing a cellular telephone, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 7. Sexting, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
- 8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 11. Engaging in hazing 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, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 - a. See "[Prevention of and response to Bullying, Intimidation, and Harassment](#)"
- 12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- 14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 15. Entering school property or a school facility without proper authorization.

16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truant.
18. 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.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
24. Failing or refusing to comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.
 - a. The Superintendent or designee will notify parents/guardians and students of this policy and the governing procedures and protocols.
 - b. Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that parents/guardians supply appropriate and sufficient medical documentation and comply with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.
 - c. Students who fail or refuse to comply with health/safety protocols may be excluded from school and school-related activities until compliance is achieved. In addition, disciplinary measures may be imposed for non-compliance.

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 in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian

of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral

interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33.

Isolated Time Out, Time Out, and Physical Restraint

The district prohibits the use of isolated time out, time out, and physical restraint, as defined in 105 ILCS 5/10-20.33.

Weapons

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 two 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 2012 (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.

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.

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

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

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33 Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Additional MHS Building Expectations

In the addition to those behaviors prohibited by Board Policy 7:190, as detailed above, the following behaviors are also prohibited at MHS:

1. Utilizing audible electronic devices, headphones and wireless communications devices (Cell Phones) outside of accordance with [Board Policy 7:190](#) and [MHS Cell Phone Expectations](#).
2. 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.
 - i. Materials to clean up accidental spills are available
 - c. 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.
 - d. Students will be excused from the cafeteria at the end of the lunch period.
 - e. Students are not allowed to have any food from outside vendors in the cafeteria.

- f. No food and/or drinks other than water are allowed in the academic corridors and classrooms unless approved by an administrator.\
- 3. 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. 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.
- 4. Display of Affection: Students are expected to refrain from open displays of affection. Affection beyond hand-holding may result in disciplinary action.
- 5. Disrespect to Employees: Any conduct or act which is abusive, or disrespectful to, a teacher or other employee of the District.
- 6. 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.
- 7. 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.
- 8. Fighting: Fighting between students or among groups of students is not acceptable. 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. Pushing, shoving, wrestling, and other horseplay is prohibited.
- 9. 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.
- 10. Gambling: 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.
- 11. Gang Activities: 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 discipline in accordance with the District's student discipline policies.

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

committing or conspiring to commit criminal offenses

- a. engaging in conduct that is contrary to the public good
- b. engaging in conduct that interferes with or disrupts the District's educational process or programs
- c. perpetuating the existence of any gang, or
- d. 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:

- i. 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:
 - ii. soliciting others for membership in any gangs;
 - iii. requesting any person to pay protection or otherwise intimidating or threatening any person;
 - iv. committing any other illegal act or other violation of school district policies;
 - v. inciting other students to act with physical violence upon any other person.
12. 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.
 13. 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)
 14. Lighters/Matches: Possession of lighters/matches are not allowed during the school day and/or at any school-related event or activity.
 15. Misrepresentation/Lying: Any misrepresentation or lying to any staff member is prohibited.
 16. 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.
 17. 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 school issued ID, they must request a new one from the Security Office.
 18. Lost identification cards must be replaced immediately. Students may 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 and asked to obtain a temporary ID.
 19. Profanity: Students may not use language which is reasonably considered to be profane or vulgar or disrupts the educational environment of the school.
 20. School Records: Unauthorized access to, possession of, or alteration of school records.
 21. 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.

See [here](#) for a Dean Presentation provided to all students at the beginning of each school year.

Mundelein High School utilizes Comprehensive School Threat Assessment Guidelines (CSTAG) to evaluate threats made to the school community. CSTAG is an approach to violence prevention that emphasizes early

attention to problems such as bullying, teasing, and other forms of student conflict before they escalate into violent behavior. Contact your student's dean for more information.

Due Process

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

[\(Board Policy 7:190\)](#)

Due process ensures that when disciplinary action is taken against a student, the student has the right to be treated fairly. The penalty that a student receives must be reasonably related to the code of conduct that the student has violated.

- The student must be informed of what rule the student has broken
- The student will be given an explanation of why it is believed that the student has broken the rule if the student denies it
- The student will be given a chance to tell their version of what happened

Ordinarily these procedures are followed before a suspension takes place. However, if the student's conduct is dangerous to other persons or threatens to disrupt school, they may be suspended immediately pursuant to an emergency removal. In such cases, the due process must be provided as soon as reasonable.

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.

Prevention of and Response to Bullying, Intimidation, and Harassment ([Board Policy 7:180](#))

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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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 the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/22-110

Artificial intelligence means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Artificial intelligence includes generative artificial intelligence.

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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. Cyberbullying also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Digital replica means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

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, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

Unauthorized digital replica means the use of a digital replica of an individual without the consent of the depicted individual.

Bullying Prevention and Response Plan

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

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, Title IX 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator/Title IX Coordinator:	Complaint Managers:
Shane McCreery, Asst. Sup. of HR & Legal smccreery@d120.org 1350 W. Hawley Street Mundelein, IL 60060 847-949-2200	Jim Schiffer, Assistant Principal of Student Services jschiffer@d120.org Julia Nadler, Dean of Students jnadler@d120.org 1350 W. Hawley Street Mundelein, IL 60060

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
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, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible 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 and publicly accessible. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

- An updated version of the policy with the amendment/modification date specifying the date of adoption (indicated by month, date, and year) included in the reference portion of the policy;
- If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. [2:260](#), *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

- b. [2:265](#), *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. [2:270](#), *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. [6:60](#), *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. [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.
 - f. [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.
 - g. [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).
 - h. [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.
 - i. [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.
 - j. [7:315](#), *Restrictions on Publications; High Schools*. These policies prohibit students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. Requires all individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying, to be reported to parents or legal guardians of those involved under the guidelines provided under paragraph (4) of this definition.

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 ninth grader 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). Guests that are removed from any event, for any reason, will no longer be welcome at future MHS functions.

All students attending a dance sponsored by Mundelein High School acknowledge that it is a school related event and that all school rules apply. Students are expected to dance in a respectful manner and if they are

seen dancing inappropriately, may 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. Administration reserves the right to remove any student from a dance for any type of behavior that is deemed inappropriate.

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

The responsibility for the dress and grooming of a student rests primarily with the student and their 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. No private parts should be visible.**
- 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.
- Mundelein High School allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.
- Mundelein High School does not prohibit hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- Mundelein High School does not prohibit graduation attire or accessories to graduation attire associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Illinois Human Rights Act.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of weapons, 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.
- Undergarments should not be worn as clothing.

Food In Classrooms

Students may not have outside food in classrooms, unless previously approved by the teacher for a specific classroom activity. Example: No outside food deliveries brought to class.

Deliveries of Food and Other Items to Students During the School Day

MHS will not accept deliveries by outside vendors to students during the school day. To maintain a safe and distraction-free learning environment, students are not permitted to receive food, beverages, or personal item deliveries during the school day from outside vendors or delivery services. This includes but is not limited to Uber Eats, DoorDash, Grubhub, Postmates, Instacart, and other third-party delivery providers.

If a student requires an essential item (such as medication, a lunch, or a forgotten school supply), a parent or guardian may bring it to the main entrance. Office staff will contact the student for pickup at an appropriate time that does not interfere with instruction.

Any unauthorized deliveries will be refused and the school is not responsible for lost, spoiled, or unclaimed items.

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.

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 they have the written permission of the school associate 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.

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.

Harassment of Students Prohibited ([Board Policy 7:20](#))

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth); 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; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above

Sexual Harassment Prohibited

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

Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2:260, Uniform Grievance Procedure, and/or Board policy 2:265, Title IX Grievance Procedure. The Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

Nondiscrimination Coordinator/Title IX Coordinator:	Complaint Managers:
Shane McCreery, Asst. Sup. of HR & Legal smccreery@d120.org 1350 W. Hawley Street Mundelein, IL 60060	Jim Schiffer, Assistant Principal of Student Services jschiffer@d120.org Julia Nadler, Dean of Students

847-949-2200	inadler@d120.org 1350 W. Hawley Street Mundelein, IL 60060
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Investigation Process

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

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sex-based harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under Board policy 2:265, Title IX Grievance Procedure, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.

For any other alleged student harassment that does not require action under Board policies 2:265, Title IX Grievance Procedure, or 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, Uniform Grievance Procedure, and/or 7:190, Student Behavior, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited

to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, Uniform Grievance Procedure, 2:265, Title IX Grievance Procedure, and 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited).

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

Sexual Harassment Prohibited- Title IX Grievance Procedure ([Board Policy 2:265](#))

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations) concerning everyone in its education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

All questions about the application of Title IX should be directed to the District's Title IX Coordinator. Anyone wishing to report sex discrimination, including sexual harassment may also contact the Title IX Coordinator:

Title IX Coordinator:
Shane McCreery, Asst. Sup. of HR & Legal smccreery@d120.org 1350 W. Hawley Street Mundelein, IL 60060 847-949-2200

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited ([Board Policy 2:270](#))

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such

discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Students and parents/guardians encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Teen Dating Violence ([Board Policy 7:185](#))

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. The term teen dating violence occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Anyone with information about incidents of teen dating violence should report those incidents to any school staff member, administrator, the Nondiscrimination Coordinator, or a Complaint Manager.

CHAPTER 7 - INTERNET, TECHNOLOGY, AND PUBLICATIONS

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 existing rules and Acceptable Use Policies.
 - b. Transmission of any material in violation of any United State or 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 product 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. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's Network. 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 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 of 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 administrator 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 instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

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

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

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

Use of Artificial Intelligence (AI)-Enabled Tools

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, School District Philosophy, and 7:345, Use of Educational Technologies; Student Data Privacy and Security.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update
6. them as needed.

Authorization for Electronic Network Access

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

Confidentiality

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

Violations

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

Electronic Devices

Please follow this link to access our MHS Cell Phone Expectations: [CLICK HERE](#)

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.

CHAPTER 8 - SEARCH AND SEIZURE

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. A child has no reasonable expectation of privacy when it comes to school property. School staff are free to search a student's locker or desk and are not obligated to tell the student the search is taking place.

School administrators are allowed to question students, and are not required to contact a child's parents before doing so.

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

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. 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.

CHAPTER 9 - EXTRACURRICULAR AND ATHLETIC ACTIVITIES

Athletics

Mundelein High School Athletics emphasizes the development of life skills, character, and academic success, alongside athletic achievement. For more information about current athletics offerings, please visit our website: www.d120.org/athletics/

Clubs and Activities

Extracurricular activities give students a chance to have fun, explore interests, build leadership skills, and work together as a team—while learning and growing along the way. For more information about current club and activity offerings, please visit our website: www.d120.org/activities/

Athletics and Club Code and Training Rules

All athletics and club/activity participants and families should read the updated [Mundelein Athletics and Competitive Club Code of Conduct](#) carefully.

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities ([Board Policy 7:300](#))

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. Written permission to participate in the specific athletic activity signed by the student's parent/guardian, including giving the District a full waiver of responsibility of the risks involved.
3. Evidence the student is covered by medical insurance (purchased through a District-approved insurance plan or the family's medical insurance plan) or a written statement that the family assumes all medical liability.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

CPR and AED Training

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 which can be found [here](#).

Student Athlete Concussions and Head Injuries ([Board Policy 7:305](#))

State law (*Youth Student Concussion Safety Act*) requires schools with athletic programs to implement procedures for managing student athlete concussions and head injuries, including: concussion training for coaches and other related staff; management guidelines for head injuries during sports events; and, implementation of Return to Play and Return to Learn protocols. Students participating in athletics, and their parent/guardian are required to acknowledge receipt of Board Policy 7:305, *Student Athlete Concussions and*

Head Injuries, prior to the student's participation in a practice or interscholastic competition. Please contact the building nurse in the school health office for more information.

CHAPTER 10 - SPECIAL EDUCATION

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

The District provides a free appropriate public education in the least restrictive environment to all eligible children with disabilities enrolled in the District, as required by the *Individuals with Disabilities Education Act* (IDEA), the Illinois *School Code*, Section 504 of the *Rehabilitation Act of 1973*, and the Americans with Disabilities Act. The District provides a full continuum of special education programs and services to meet the individual needs of students identified with a disability.

A copy of the State Board of Education's "*Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities*" may be obtained by contacting Kim Goldberg, Director of Special Education. kgoldberg@d120.org.

Parents or guardians of children with disabilities whose native language is not English should contact Kathya Salcedo, Special Education Administrative Assistant, ksalcedo@d120.org regarding interpreter services for IEP meetings and translation of IEP documents.

Section 504 Plans

Students with disabilities who do not qualify for an IEP under the *Individuals with Disabilities Education Act* may qualify for services under Section 504 of the *Rehabilitation Act of 1973* if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of having such an impairment, or (iii) is regarded as having such an impairment. The District provides a free appropriate public education including education with non-disabled peers to the maximum extent appropriate to Section 504-eligible students. For further information, please contact Tom Buenik, Division Chair for School Counseling and Careers, tbuenik@d120.org.

Related Service Logs

For a child with an individualized education program (IEP), the District must create related service logs documenting the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. Parent(s)/guardian(s) may request a copy of their student's related service logs for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. Please contact Kim Goldberg, Director of Special Education, kgoldberg@d120.org, regarding special education records.

Draft IEP Documents

The District must provide parents/guardians of students with disabilities with written materials that will be considered at the student's eligibility or IEP meeting no later than three school days prior to the eligibility or IEP meeting, or as soon as possible if an IEP meeting is scheduled within three school days with the written consent of the student's parent/guardian. Parents/guardians have the right to choose the delivery method of these written materials, including through regular mail, email, or pick up at school.

Prioritization of Urgency of Need for Services (PUNS)

Pursuant to State law and Board Policy 5:100, at least one designated employee at each school has received training regarding the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for the PUNS database. For more information, please contact Kim Goldberg, Director of Special Education, kgoldberg@d120.org.

Request to Access Classroom or Personnel for Special Education Evaluation and/or Observation Purposes

Guidelines for school visitation by independent educational evaluators or qualified evaluators and parents/guardians.

Mundelein High School district 120 welcomes parents, independent evaluators or qualified professionals to visit our programs and classrooms. District 120 expects mutual respect, civility, and orderly conduct from all visitors to its school programs and its staff.

To preserve the integrity of the learning environment, student and staff safety and protect students' rights to confidentiality, the following guidelines apply:

1. Notice and scheduling

- a. Any person seeking to visit or observe a D120 program or classroom should contact the appropriate administrator/principal at least seven (7) days before the requested visit and complete the [Request to Access Classroom form](#).
- b. Upon receipt, the administrator/principal will contact the requester to schedule the observation at a mutually agreeable time and review the guidelines.
- c. If the observer or visitor is not the student's parent/guardian, the parent/guardian will be required to complete an authorization form allowing the District to share student record information with that individual prior to the observation.
- d. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings. Observations are typically limited to one instructional period, once per academic semester per student in order to avoid disruption of the learning environment. A visitor may request the authorized District administrator grant longer or additional observations based on individual circumstances and must provide documentation in support of such a request. Decisions to allow additional or extended observations are at the discretion of the administrator and the administrator's decision is final.
- e. D120 does not permit multiple visitors/observers in a classroom at the same time.
- f. Observations will not be allowed during:
 - i. The first two and last two weeks of the school year
 - ii. The day before a holiday, or
 - iii. The week preceding and during any standardized testing period
- g. Visitors may not photograph or video or audio record without prior written consent of District 120.
- h. Visitors must comply with:
 - i. School safety, security and visitation policies at all times;
 - ii. Applicable privacy laws, including laws protecting the confidentiality of student record information; and
 - iii. Board policy 8:30, Visitors to and Conduct on School Property.

2. **Day of Observation/Visit**

- a. Check in at security at the main entrance. You will need an ID to get a visitor's badge, which must be worn at all times.
- b. The administrator/Principal will meet you there to escort you.
- c. Check out at the security office when leaving to return your visitor badge and get back your ID.

3. **Duration of the Observation.** It is vital that visits or observations be done quietly and not interfere with the ongoing activities in the classroom, thus we ask that visitors recognize that:
- a. Observations are expected to be no more than one class period in length. If a visitor desires a longer observation time, it should be requested in advance.
 - b. During the visitation by anyone other than an independent educational evaluator or qualified professional, the visitor shall not interact with any student, the classroom teacher or other school personnel in the classroom or otherwise, in any way, disrupt the educational process.
4. **Independent Educational Evaluations.** District 120 welcomes visits by independent educational evaluators or qualified professionals for the purpose of conducting an evaluation of a student, the student's performance, the student's current educational program or any program, placement or services proposed for the student.

Independent educational evaluators or qualified professionals may request to interview District 120 personnel as part of their evaluation or assessment of a student. Such requests should be made in writing and state the rationale for the request and how the district 120 employee has information relevant to the student's current or proposed educational service, program or placement. Such interviews shall be scheduled by the administrator/principal at a mutually agreeable date and time that do not interfere with the school employee's duties. District 120 limits such employee interviews to one per employee not to last longer than 30 minutes. Only District 120 personnel with information relevant to the student's current or proposed educational program may be interviewed.

The evaluator or qualified professional must provide District 120 in advance written documentation of the parent/guardian's consent to the evaluation and a signed, legally valid, authorization granting D120 permission to release confidential student information.

5. **Disruptive or Non-Compliant Visitors.** The building administrator will ask disruptive visitors or visitors failing to comply with these guidelines to leave the school building. If the visitor refuses, the building administrator shall contact local law enforcement. Failure to abide by these guidelines may result in denial of future requests for observations or visitations by such person. District 120 may terminate the visit at any time for violation of the guidelines or due to other reasonable cause.
6. **Privacy.** All visitors shall comply with the student privacy requirements of state and federal law. As noted above, all audio or video recordings or photography are prohibited except with prior written consent from District 120.

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.

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

District staff will intervene and support students in the least restrictive manner consistent with the student's behavior. Behavioral interventions should include a variety of techniques that help support a student's behavior within the school environment. Behavior interventions will incorporate procedures and methods consistent with practices in the field of behavioral intervention. School personnel should use positive interventions to remediate inappropriate student conduct. The use of restrictive interventions should only be used when positive interventions have been unsuccessful in improving the student's behavior. MHS will monitor the use of any restrictive interventions in accordance with our board policies, School Code, and ISBE requirements. The District will provide ongoing staff development opportunities to staff as they pertain to behavior management, trauma-informed practices, de-escalation strategies, and restorative practices.

A behavior intervention plan may be written for students whose behavior significantly disrupts the student's ability, or the ability of other students, to benefit educationally. A behavior intervention plan (BIP) shall be based on a functional behavior assessment (FBA) and shall include positive behavioral intervention strategies and supports to address the inappropriate behavior. Functional Behavior Assessment (FBA) is a process for identifying problem behaviors and developing positive behavioral interventions to improve or eliminate those behaviors. Completing an FBA will require guardianship/parental informed written consent. All procedural safeguards and protections shall be applicable during the creation and implementation of behavioral intervention plans, as well as the resolution of any disputes.

These interventions and procedures have been developed after reviewing and considering the Illinois State Board of Education guidelines focused on behavioral interventions. ISBE is located at 100 N. First St., Springfield, IL 62777. The district shall establish a parent-teacher advisory committee to assist the administration in the monitoring and development or revision of policies and procedures regarding behavioral interventions.

For more information regarding discipline of Special Education Students, please view the ISBE Procedural Safeguards document: [ENGLISH/SPANISH](#)

CHAPTER 11 - STUDENT RECORDS AND PRIVACY

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 as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.

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

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript. 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 opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student 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 official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education 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. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that

allows for sharing of student records and information with the other district,2 any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Name
- Address
- Grade level
- Birth date
- 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
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request

before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

8. The right contained in this 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 which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Records and College Application

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 School Counseling 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 School Counseling 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.

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 their tasks. A school or District employee or official has an educational or administrative interest if they need 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*.

Students Receiving Special Education Services

Parent(s)/guardian(s) have the right to review and copy their student's school student records prior to any special education eligibility or IEP meeting, subject to the requirements of applicable Federal and state law.

Parent(s)/guardian(s) may also request a copy of their student's related service logs developed and maintained

by the District for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. These related service logs include information regarding the type and duration of the related services administered to their student. Please contact Kim Goldberg, Director of Special Education, kgoldberg@d120.org, regarding special education records.

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.

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 a 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.

Student Data Privacy (Board policy 7:345)

Student Data Privacy and Security (SOPPA Notice)

Mundelein Consolidated High School District 120 values the privacy and security of our students' personal data. In accordance with the Illinois Student Online Personal Protection Act (SOPPA), the district and its educational technology vendors protect student data by implementing safeguards to protect student information and prohibits the sale, rental, or marketing of student data.

Examples of student information include, but are not limited to enrollment and attendance data, grades, assessments, educational records, behavioral/health-related information, transportation records, and student-created work to support instructional and operational purposes.

Parents and guardians maintain legal rights regarding their student's information pursuant to Board Policy 7:340 (Student Records). Parents and guardians may:

- Request a copy of the covered information collected about your student by a third-party operator or the district;
- Request corrections to factual inaccuracies found within your student's covered data profile; and
- Receive timely notifications from the district in the event of a security breach or erroneous disclosure of the student's data.

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.

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.

CHAPTER 12 - PARENTAL RIGHT NOTIFICATIONS

School Visitation Rights Act (820 ILCS 147/15)

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings.

Letters verifying participation in this program are available from the school office upon request.

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/>.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

1. Sexually transmitted infections (STIs) or other genital infections
2. Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
3. Unusual weight gain or loss

Behavioral signs:

1. Excessive talk about or knowledge of sexual topics
2. Keeping secrets
3. Not talking as much as usual
4. Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
5. Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
6. Overly compliant behavior
7. Sexual behavior that is inappropriate for the child's age
8. Spending an unusual amount of time alone
9. Trying to avoid removing clothing to change or bathe

Emotional signs:

1. Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
2. Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
3. Change in mood or personality, such as increased aggression
4. Decrease in confidence or self-image
5. Anxiety, excessive worry, or fearfulness
6. Increase in unexplained health problems such as stomach aches and headaches
7. Loss or decrease in interest in school, activities, and friends
8. Nightmares or fear of being alone at night
9. Self-harming behaviors or exhibiting thoughts of suicide or suicidal behavior
10. Failing grades
11. Drug or alcohol use

Warning Signs of Grooming Behaviors

District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

1. Sexual or romantic invitations to a student
2. Dating or soliciting a date from a student
3. Engaging in sexualized or romantic dialog with a student
4. Making sexually suggestive comments that are directed toward or with a student
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
6. Sexual, indecent, romantic, or erotic contact with a student
7. Failing to respect boundaries or listening when a student says "no"
8. Engaging in touching that a student or student's parents/guardians have indicated as unwanted
9. Trying to be a student's friend rather than filling an adult role in the student's life
10. Failing to maintain age-appropriate relationships with students
11. Talking with students about personal problems or relationships
12. Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student

13. Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
14. Giving a student gifts without occasion or reason
15. Spending a lot of time with a student
16. Restricting a student's access to other adults

Warning Signs of Boundary Violations

District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

1. Favoring a certain student by inviting the student to "hang out" or by granting special privileges
2. Engaging in peer-like behavior with a student
3. Discussing personal issues with a student
4. Meeting with a student off-campus without parent/guardian knowledge and/or permission
5. Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
6. Transporting a student in a school or private vehicle without administrative authorization
7. Giving gifts, money, or treats to an individual student
8. Sending a student on personal errands
9. Intervening in a serious student problem instead of referring the student to an appropriately trained professional
10. Sexual or romantic invitations toward or from a student
11. Taking and using photos/videos of students for non-educational purposes
12. Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
13. Inviting a student to an employee's home
14. Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
15. Privately messaging a student
16. Maintaining intense eye contact with a student
17. Making comments about a student's physical attributes, including excessively flattering comments
18. Engaging in sexualized or romantic dialog
19. Making sexually suggestive comments directed toward or with a student
20. Disclosing confidential information
21. Self-disclosure of a sexual, romantic, or erotic nature
22. Full frontal hugs
23. Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

- National Sexual Assault Hotline at (800) 656-HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law ([Board Policy 2:265](#))

What is Faith's Law?

[Faith's Law](#) is named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an Illinois high school in the early 2000s. Faith was sexually abused by a teacher at her high school. Years later, during the course of legal proceedings related to the abuse, Faith learned that several adults within her high school suspected that the teacher's relationship with her was inappropriate but did not take appropriate action to report their concerns. As a result of her experiences, Faith pushed for change to state laws related to educator sexual misconduct in K-12 schools. Faith's Law was passed by the 102nd General Assembly as two separate pieces of legislation.

Counseling Options ([Board Policy 7:250](#))

The District offers counseling options for students affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Counseling is available for students aged 12 and over without parent consent, consistent with 405 ILCS 5/3-550. For more information, please contact Jim Schiffer, Assistant Principal of Student Services: jschiffer@d120.org.

Faith's Law Resource Guide

The Illinois State Board of Education (ISBE) has developed and maintains the [Faith's Law Resource Guide](#) that includes guidance for pupils, parents/guardians, and teachers about sexual abuse responses and prevention resources available in their community, including the contact information of entities that provide services for victims of child sexual abuse and their families.

Additional Resources

[Erin's Law Illinois](#)

[Illinois Coalition Against Sexual Assault \(ICASA\)](#)

[Zacharias Sexual Abuse Center \(ZCenter\)](#)

[MHS school supports and additional links & resources](#)

Professional and Appropriate Conduct (Board Policy 5:120)

School districts are required to include in their student handbook the District's Employee Ethics; Code of Professional Conduct; and Conflict of Interest as set forth in Board Policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest. These standards, in part, define appropriate conduct between school employees and students.

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming

behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee student boundary violations as required by law and Board policies 2:265, *Title IX Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

School Counselor Gift Ban

School counselors are prohibited from intentionally soliciting or accepting any gift from a prohibited source or any gift that would be in violation of any federal or State statute or rule. For school counselors, a prohibited source is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the school counselor pays market value.

3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the school counselor believes that it was provided due to the official position or employment of the school counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the school counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the school counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the school counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the school counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.
8. Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education. A school counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

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

The State and District requires students to take certain standardized tests. For additional information, see "Testing" ([Board Policy 6:340](#)).

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

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.

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."

Teacher Qualifications

All teachers will meet professional qualifications as outlined in [Board Policy 5:190](#)

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.

Paraprofessionals provide services to the student and, if so, their qualifications.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.d120.org

Homeless Child's Right to Education ([Board Policy 6:140](#))

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and State law. When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

If you or your family requires assistance and support, please contact the District's Homeless Liaison, Jim Schiffer, Assistant Principal of Student Services: jschiffer@d120.org.