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When Board Policy is referenced, please note that it is a summation of the Board policy.

Board of Education

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Director, Technology

Stacey Gorman

Director, Curriculum/Instruction

Troy Parola

Director, Athletics

WEB ADDRESS:

www.d120.org

2017-2018 Year-At-A-Glance

2017

Wednesday, August 9

Monday, August 14

Tuesday, August 29

Monday, September 4

Friday, September 22

Monday October 9

Friday, October 20

Tuesday, October 24

Wed/Thur/Fri. Nov. 22,23,24

Friday, December 1

Friday, December 15

Mon/Tues/Wed December 18,19,20

Thurs. December 21

Fri, Dec. 22-Fri. January 5

Link Crew/Freshman Orientation

First Day of School for All Students

Open House

Labor Day-No School

Homecoming-Special Schedule

Columbus Day-No School

½ Day Teacher In-Service-Dismissal at 11:00am

Parent/Teacher Conferences-Dismissal at 1:40pm

Non- Attendance Days

½ Day Teacher In-Service-Dismissal at 11:00am

Early Release-Dismissal at 1:40pm

Semester 1 Final Exams-Dismissal at 1:00pm each day

Possible Emergency Day if a school day is cancelled prior to December 21

Winter Break-No School

2018

Monday, January 8

Tuesday, January 9

Monday, January 15

Friday, February 16

Monday, February 19

Teacher Institute Day-No School

School Resumes

Martin Luther King Jr. Day-No School

Teacher Institute Day-No School

President's Day – No School

Possible Emergency Day if a school day is cancelled prior to February 19

Parent/Teacher Conferences-Dismissal at 1:40pm

½ Day Teacher In-Service-Dismissal at 11:00am

Spring Break-No School

School Resumes

½ Day Teacher In-Service-Dismissal at 11:00am

Senior Finals

Graduation

Early Release-Dismissal at 1:40pm

Semester 2 Final Exams-Dismissal at 1:00pm each day

Emergency Days

Memorial Day-No School

Tuesday, March 6

Friday, March 16

Monday, March 26– Monday, April 2

Tuesday, April 3

Friday, May 4

Tues/Wed/Thurs. May 8, 9,10

Sunday, May 13

Friday, May 18

Mon/Tues/Wed. May 21,22,23

Thursday, May 24-Tuesday, May 29

Monday, May 28

Late Start –Schedule “F” (classes begin at 9:25am) every Wednesday except for Final Exam days

Academics

Academic Load/Daily Schedule

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

Students will receive their schedules prior to the first day of school. Students must follow the schedule they receive. *Counselors will be available for schedule corrections through the third day of each semester. Schedule corrections will be made for students who have been misplaced in a course, have a sequencing error, or summer school attendance and/or college entrance requirements that necessitate an adjustment.*

Schedule convenience changes will NOT be honored.

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

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

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

Bell Schedule

Regular Schedule		
	Start	End
EB	6:45 AM	7:35 AM
1	7:45 AM	8:35 AM
2	8:40 AM	9:35 AM
3	9:40 AM	10:30 AM
4	10:35 AM	11:25 AM
5	11:30 AM	12:20 PM
6	12:25 PM	1:15 PM
7	1:20 PM	2:10 PM
8	2:15 PM	3:05 PM

Late Start Schedule - Wednesday		
	Start	End
EB	6:45 AM	7:35 AM
1	9:25 AM	10:03 AM
2	10:08 AM	10:47 AM
3	10:52 AM	11:30 AM
4	11:35 AM	12:13 PM
5	12:18 PM	12:56 PM
6	1:01 PM	1:39 PM
7	1:44 PM	2:22 PM
8	2:27 PM	3:05 PM

Final Exam Schedule			
	Start	End	Length
EB (day 3)	6:45 AM	7:35 AM	0:50
A	7:45 AM	9:15 AM	1:30
B	9:30 AM	11:00 AM	1:30
C	11:30 AM	1:00 PM	1:30
	Day 1	Day 2	Day 3
A	Period 4	Period 6	Period 3
B	Period 1	Period 2	Period 8
C	Period 5	Period 7	Make-up

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:

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.

	Class of	Class of	Class of	Class of
Sophomore status	7	7	7	9
Junior Status	14	14	13	12
Senior Status	20	19	18	17
Needed to Graduate	24	23	22	22

Schedule Corrections

If a student withdraws from a course on or before the third 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 third day with approval from administration, a **WF (Withdraw-Failure)** grade will be issued for the course. The WF grade will appear on the transcript and be used in the calculation for grade point average which affects class rank.

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 his/her counselor for the coming school year. The student is expected to discuss this process with his/her 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 of more of the following: scheduling error that occurred, failure that need to be made-up, or if summer school attendance necessitates a change. An unforeseen circumstance may also occur which would alter a student's program. Such corrections may be made only with approval of the counselor and administration. All corrections must be made within three days of a new semester.

English Learners (Board Policy 6.160)

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

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

Parent Involvement

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

Auditing a Class

A student, with approval from a counselor, teacher, and the Director of Guidance may audit a class. The student will receive no credit and no grade, and the student's grade point average/class rank will not be impacted. The class will be reflected on the transcript as an **AU**.

Grading Policy and Procedures

1. Grade reports are issued each semester, two times per school year.
2. An incomplete grade is reported as an "I". Incomplete grades must be finalized before the end of the third week of the next grading period unless arrangements are made with the teacher for an extension of time. Incomplete grades must be changed by the teachers with a grade change form. Three weeks after grades are issued, an incomplete grade that is not changed will become an F and will affect the calculation of the GPA.

3. The semester grade will be determined by work for the semester (80%) and a final assessment (20%). All classes will have an identified final assessment and a guide explaining how the 80% of the grade is determined for the work completed during the semester. That 80% may include academic standard, growth, effort, participation and/or contributions. In some classes the "80/20" guideline is not used. In these classes, students will be given information on grading at the beginning of the semester.

Letter grades and their descriptions are as follows:

A (90-100)	Excellent
B (89-80)	Above Average
C (79-70)	Average
D (69-60)	Below Average - Danger of Failing
F (59-0)	Failing Grade (No Credit)
I	Incomplete
WF	Withdraw Failure
M	Medical PPass-Non-graded credit issued
AU	Audit-No credit issued

The last three (3) days of a semester are designated for final exams. The final exam schedule will be used. *Seniors who have a current grade of "C" in a particular course may request permission to waive the final exam in that course during second semester only (See Code of Conduct section for more information).* All final exams/assessments are to be part of the learning experience and consistent with curricular, instructional, and assessment procedures during the semester.

Grading System & Class Rank

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

Mundelein High School will maintain a dual system for all students. Students may choose to have their GPA/Class Rank reported on a regular 4.0 scale or on a weighted 5.0 scale. The transcript and profile will report this option and explain both systems.

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

	<u>Regular</u>	<u>Honors</u>	<u>Advanced Placement</u>
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	1.0
D	1.0	1.0	1.0
F	0.0	0.0	0.0

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

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

A student's class rank is computed only from term grades earned on a cumulative basis beginning with the freshman year. The first ranking occurs after the first semester.

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

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

Academic Integrity Policy (Board Policy 7.188)

Mundelein High School seeks to establish an atmosphere in each classroom that 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 is defined as any action intended to obtain credit for work that is not one's own. 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 to write another student's homework, project, report, paper or test.

If a teacher suspects a student of academic dishonesty, the teacher will have a conference with the student regarding the problem. If academic dishonesty is observed by the teacher, he/she may assign a zero for the particular work, and the teacher may not assign an alternative assignment. The teacher must notify the parent of the incident. Department chairs and counselors may be notified of academic dishonesty.

Report Cards and Progress Reports

Each academic year is divided into two semesters. After six weeks of a semester, progress reports are mailed home to all students with a grade in progress and teacher comments regarding the student's performance in each course. Report cards are mailed home the week following the end of each semester. The grade for the semester work, the grade for the final assessment, and the final grade for the semester will be reported. Final grades do not contain pluses and/or minuses. Parents may stay informed of their child's academic progress with Power School.

Power School

Power School is the web-based student information system used by Mundelein High School District 120. It provides you with a convenient means of being involved in your student's school day. At any time you can get up-to-date information on a student's grades and attendance, as well as teacher comments, the daily bulletin for your student's school, and easy e-mail access to your student's teachers. You may also elect to have automatic e-mail reports sent to you on a daily, weekly, bi-weekly, or monthly basis by clicking on the e-mail notification link in Power School.

Confidential User IDs and Passwords will be issued at Open House. For your protection and confidentiality, we ask that you do not share this information with anyone. Parents should not share their login with their students. Students will be issued their own ID and Password so they can keep track of their own grades and assignments, providing a way to help them accept responsibility for their work. To get a parent Power School User ID and Password, contact the school office. For security purposes, we will not give login information over the phone, by fax, or via e-mail. You can request your ID and Password in person with a valid ID, or it can be mailed home to your mailing address on record.

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 his/her name published must state so in writing to the Main Office.

Graduation Requirements (Board Policy 6.300)

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

1. Complete all courses as provided in The School Code, 105 ILCS 5/27-22, according to the year in which a student entered the 9th grade
2. Complete all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
3. Take the State Recognized Assessment, unless the student is exempt according to 105 ILCS 5/2-3.64a-5(c).
4. Complete all District course requirements.

	Class of	Class of	Class of	Class of
Needed to Graduate	24	23	22	22

- I. Establish graduation requirements of twenty-four (24) units
 - 4.0 units of prescribed English
 - 3.0 units of prescribed Math
 - 3.0 units of prescribed Science
 - 3.0 units of prescribed Social Science
 - 4.0 units of Health/PE
 - 7.0 units of electives (Class of 2019=6.0; 2020 and beyond=5.0)
- II. Establish classification requirements that ensure students are adequately prepared for the administration of the State Recognized Assessment.
 - Sophomore Classification / Successful completion of 7 credit hours
 - Junior Classification / Successful completion of 14 credit hours
 - Senior Classification / Successful completion of 20 credit hours
5. Pass an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation re-

quirements.

3. Developing the criteria for #4 above.

4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.

5. Taking all other actions to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and meet all graduation requirements.

Certificate of Completion

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

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and

Graduation Incentives Program (Board Policy 6.110)

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

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

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

Withdrawal from School

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

Waiver of PE Courses

PE Medical Waiver (Board Policy 7.260)

Medical exemption from P.E. may be verified with a valid doctor's note. Students presenting a doctor's note to the nurse will not be required to dress or make up missed classes. Students will remain with the teacher if the medical exemption is five days or less. If the medical exemption is for six days or more, the student will be sent to his/her school counselor for review of placement in his/her P.E. class. Students who have a PE Medical Waiver will not be able to participate in Athletics.

A student who is eligible for special education may be excused from physical education:

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

Athletic Waiver (Board Policy 6.310)

Juniors and Seniors will be assigned to two semesters of Physical Education each school year unless they wish to apply for a Physical Education Waiver in conjunction with their participation in a varsity sport. The waiver will start on the IHSA start date and the student will be expected to be back in class the day after the team's last contest.

Band and Choir students will be granted a PE credit during the term of their participation in the Marching Band or Choir class.

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

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. In addition, no student will be permitted to participate in the graduation ceremony unless all fees are paid in full. 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.

Graduating with Honors

After the 7th semester of classes at MHS, seniors with honors will be identified. Seniors must have spent at least two of their high school years at MHS to be eligible, and may not have applied for early graduation. To graduate with honors, the following guidelines have been established.

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

GENERAL INFORMATION

Visitors to and Conduct on School Property (Board Policy 8.30)

The following definitions apply to this policy:

School property: District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor: Any person other than an enrolled student or District employee.

The Superintendent or designee may rent certain school facilities for the community's use on nonschool days when they are not being used for school purposes. All visitors to school property are required to report to the security desk at the front of the building and receive permission to remain on school property. All visitors must show identification and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. The Superintendent or designee may rent certain school facilities for the community's use on non-school days when they are not being used for school purposes. Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be pre-

arranged. Access shall be facilitated according to guidelines from the Superintendent or designee. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
 2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
 3. Unless specifically permitted by State Law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.
 4. Damage or threaten to damage another's property;
 5. Damage or deface School District property;
 6. Violate any Illinois law, or town or county ordinance;
 7. Smoke or otherwise use tobacco products;
 8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug: be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
 9. Use or possess medical cannabis.
 10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
 11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
 12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
 13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
 14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee or
 15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.
- Exclusive Bargaining Representative Agent**
- Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free times of such employees.

Convicted Child Sex Offender (Board Policy 4.175)

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either

of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

School Admissions and Student Transfers To and From Non-District Schools (Board Policy 7.50)

Entrance Requirements:

Students may enroll in Mundelein High School District 120 if they legally reside within the boundaries of District 120, or meet the requirements of District policy, and are in a position to graduate by the age of 21. Students shall be admitted to the ninth grade if they have completed the eighth grade or submitted other satisfactory evidence of educational achievement satisfactory to the principal. Students entering from another high school shall have the school previously attended provide transcripts and records, or furnish evidence that a transcript and records are available upon request.

Admission Procedure:

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

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

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to prove a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

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

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6.140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools:

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Exchange Students:

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition. Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months. The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment:

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, Expulsion Procedures. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

Infosnap Registration

Infosnap registration is a web-based student information system used by Mundelein High School. Infosnap allows Parents/Guardians to digitally make changes to addresses, names, parent/guardian contact information, and emergency contacts. Confidential User IDs and Passwords will be issued during school wide registration. For security purposes, we will not give login information over the phone, by fax, or via e-mail. You can request your ID and Password in person with a valid ID, or it can be mailed home to your mailing address on record.

Residency (Board Policy 7.60)

Only students who are residents of the District or meet certain conditions of delayed residency may attend Mundelein High School without a tuition charge, except as otherwise provided by State law. A student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

Non-Resident Students

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

Attendance after Termination of Residency (each semester)

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

Proof of Residence

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

Delayed Residency

A non-resident student planning to move into the District during the school year and wishing to enroll in Mundelein High School will have sixty (60) school days to have the tuition fee 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.

Challenging a Student's Residence Status

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

Enrollment of Homeless Children (Board Policy 7.50, 7.60 and 7.100)

Homeless children have the right to immediate school enrollment at the high school nearest their residence. A handout of the educational rights of homeless students is available in the Main Office. Julie Wheeler is the homeless liaison for District 120. She can be contacted at 847-949-2200 x1267. The term "homeless children and youth" refers to individual who lack a fixed, regular and adequate nighttime residence; and include children and youth who are: doubled up with relatives/friends or "couch surfing" due to economic hardship, living in motels, shelters, or in places not normally used as sleeping accommodations for human beings, temporarily awaiting foster care placement, "unaccompanied youth": youth in homeless situations who are not in the physical custody of a parent or guardian including runaway or throwaway children, and disaster victims. Any homeless child shall be immediately admitted even if the child or child's parent/legal guardian is unable to produce records normally required for enrollment.

Education of Homeless Children

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 may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

Registration For Credit

Students who register after the semester begins may have to meet with an administrator to determine if credit will be earned for the class, unless they have grades in progress approved by administration.

Any student not registering during the designated registration times and dates will pay a late fee. This fee will be paid before a student is allowed to register.

Registration Fees (Board Policy 4.138)

The Board of Education, based on the Superintendent's recommendation, may establish on an annual basis the fees to be charged to students as a prerequisite to the student's participation in any curricular or extra-curricular program of the school.

Registration Fee Waiver (Board Policy 4.140)

Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for registration and the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

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

Eligibility Criteria

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

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

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

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility. If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

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

Free and Reduced-Price Food Services (Board Policy 4.130)

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

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their

parents/guardians of:

- (1) eligibility requirements for free and reduced-price food service;
- (2) the application process;
- (3) the name and telephone number of a contact person for the

program; and

(4) other information required by federal law. The Superintendent shall provide the same information to the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

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

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use the procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. The Superintendent shall keep on file for a period of 3 years a record or any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

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, please see the building principal for the form shown below.

SAMPLE FORM

Please do not release my child's name, telephone number, and/or address to:

___ Military Recruiters

___ Institutions of higher education

Student Name (please print) Student ID number

Parent/Guardian Name (please print)

Parent/Guardian Signature Date

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 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.

Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. If you do not wish to allow the school to publish and otherwise use photographs and video recordings, with your child identified while he or she is enrolled in this school.

SAMPLE FORM

Student Name (please print)	School Year
I do not grant consent to the School District to identify a picture of my child, by full name and/or the school he/she attends, in any school sponsored material, publication, video recording, or website. This is valid for the entire time my child is enrolled in the District	
Parent/Guardian Name (please print)	
Parent/Guardian Signature	Date

Title I Programs (Board Policy 6.170)

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain:

- (1) the District's expectations for parental involvement,
- (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and
- (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact. Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain:

- (1) a process for continually involving parents/guardians in its development and implementation,
- (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement,
- (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
- (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Supplemental Education Services Programming (Title I)

As a result of the federal No Child Left Behind Act, your child can receive extra academic assistance in the areas of mathematics, reading, and English. Your child may receive free tutoring because your family meets the income limits under the law and because Mundelein High School is in its fourth year of school improvement.

You can choose a free tutoring program that is best for your child. These programs have been approved by the Illinois State Board of Education and will provide your child with tutoring that is coordinated with what is being taught in school.

When deciding which tutoring program is best for your child, you may want to consider these questions:

- When and where will the tutoring take place (at school, community center)?
- How often and for how many hours in total will your child be tutored?
- What programs, by grade levels and subject areas, are available for your child?

- What type of instruction will the tutor use (small group, one-on-one, or the computer)?
- What are the tutor's qualifications?
- Can the tutor help if your child has disabilities or is learning English?
- Is transportation available to and from where the tutoring will take place?

If more students request tutoring than can be served through available funding, priority will be given to low performing students. This will be determined by Mundelein High School.

Suicide and Depression Awareness and Prevention

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

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

3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 6:65, Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, Students Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide of suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, Student Support Services.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, Guidance and Counseling Program, and Board policy 7:250, Student Support Services, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

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

Information to Staff, Parents/Guardians, and Students

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

Implementation

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

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

Teacher Qualifications (Board Policy 5.190)

The Superintendent or designee shall ensure that all non-certificated personnel who serve in instructional assistance capacities ("Paraprofessionals" as defined by NCLB, 2001) and who are hired after January 8, 2002 must meet the federal definition of "qualified" per Title I of the Elementary and Secondary Education Act and its implementing regulations as well as state law. All classified employees who serve in instructional assistance capacities whether existing or newly hired after January 8, 2006 must be "qualified." A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:

- a. Have a valid Illinois Professional Educator License that legally qualifies the teacher for the duties for which the teacher is employed.
- b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
- c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
- d. Notify the Superintendent of any change in the teacher's transcript.

2. All teachers working in a program supported with federal funds under Title 1, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and highly qualified for

their assignments.

2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I money are notified of their right to request their students' classroom teachers' professional qualifications.

Notification to Review Teachers' Qualification

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

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

If you would like to receive any of this information, please contact the school office

Optional Student Insurance

Mundelein High School District 120 maintains Student Accident Liability Coverage for all District students. This program provides school time coverage for injuries and accidents on school property or at any school sponsored event. In addition, the District also offers an optional student supplemental accident program to which families may voluntarily enroll. This supplemental program provides additional school time coverage for injuries and accidents on school property or at any school sponsored event. This supplemental program is a secondary insurance program. In addition you may purchase supplemental dental insurance. Please contact the Business Office for coverage and application information.

Summer School (Board Policy 6.180)

Summer School provides an opportunity for students to make up deficiencies and seek enrichment. Summer School is funded through tuition fees. Further information on fees and course offerings will be available in the spring.

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 re-

sources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. All users of the network infrastructure must comply with the existing rules and Acceptable Use Policies.

- b. Transmission of any material in violation of any United State of state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use for commercial activities is generally not acceptable. Use for produce advertisement or political lobbying is also prohibited.
2. Privilege – The use of the Network (School infrastructure/hardware/software/etc.) is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The School District, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time based upon their determination of inappropriate use by account holder or user. Student and staff members have no expectation of privacy in any material that is store, transmitted, or received via the District's Network of District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.
3. Monitoring – The District reserves the right to review any material on the user accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and fileserver space, the District shall respect the privacy of user accounts.
4. Network Etiquette – All users are expected to abide by the generally accepted rules of network etiquette. These include, but are limited to, the following:
 - a. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - b. Assume that all communications and information accessible via the network are private property.
5. No Warranties – The School District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, missed-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security

- a. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and their ability to continue the use of the system.
- b. Use to 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 instruction materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated and appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

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

Internet Safety

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

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

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

Authorization for Electronic Network Access

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised used. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Restrictions on Publications and Written or Electronic Material

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism.

Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. 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.

Non-School-Sponsored Publications and Web Sites Accessed or Distributed At School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. That will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. That 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, or contains indecent and vulgar language;; or
4. That is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material 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 material is endorsed by the School District. Accessing or distributing "at school" 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.

Student-Created or Distributed Written or Electronic Material Including Blogs

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Lost and Found

Articles found by students and adults in or around the building must be turned in to the Lost and Found. The Lost and Found is located in the In School Suspension room.

Media Center

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

Education of Children with Disabilities (Board Policy 6.120)

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois

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

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. The Superintendent is designated the Americans With Disabilities Act,

Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individu-

als with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone

numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.

Equal Educational Opportunity (Board Policy 7.10 and 2.260)

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

Uniform Grievance Procedure

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

To ensure compliance with this policy, the superintendent shall appoint a Coordinator for Nondiscrimination (the "Coordinator") for the School District.

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. The misuse of funds received for services to improve

educational opportunities for educationally disadvantaged or deprived children;

9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and

Nondiscrimination Coordinator: Anthony Kroll, Principal 1350 W. Hawley St. Mundelein, IL 60060 847-949-2200	Complaint Managers: Anthony Crespo, Assistant Principal Samantha Smigielski, Dean of Students 1350 W. Hawley St. Mundelein, IL 60060 847-949-2200
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II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to their grievance procedure. If a formal complaint is filed, under this procedure, the Complaint Manager will address the complaint promptly and with equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused parent/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager.

The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex.

The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

Investigation

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

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class – U.S. mail, as well as the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days business of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

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

For further information contact the Principal's Office.

Mustang Nation Store/Bookstore-Payment Center

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

Cafeteria

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

Emergency School Closing

Mundelein High School uses an instant notification system called Blackboard Direct. 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 as well as two designated cell phone numbers. The system is also able to send an e-mail to a designated e-mail address. Therefore, it is imperative that all information in a student's file is current.

There are two emergency days built into the school calendar. If an emergency closing occurs before one of those emergency days, students will be expected to attend school on the emergency day. The emergency days are December 21, 2017 and February 19, 2018.

The following stations will broadcast our school closing information:
TV Channels: 2, 5, 7, 9
Radio Stations: AM720-WGN, AM780-WBBM

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.

Lockers

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

Lockers may be inspected or searched at any time by school officials. Students are discouraged from bringing valuables to school. **In the interest of safety, students may use only 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.

Student Pick Up / Drop Off

Student pick-up and drop-off is in the East Parking Lot which is at the main entrance of the school. Due to heavy bus traffic and safety concerns, students are not to be dropped off or picked up in the West or North lots between the hours of 7am and 4pm.

Physical Education Uniforms

Each incoming freshman is required to begin the school year with a complete physical education uniform consisting of a shirt and shorts. The uniform is available at the Mustang Nation Store. If purchased slightly larger than needed and cared for properly, the uniform should last four years. The student may augment his/her PE uniform with sweatpants or sweatshirts in the school colors of red, white, gray or black.

All PE clothing must be neat in appearance: torn or damaged articles must be replaced. Clothing which illustrates alcohol, drugs, or vulgar/suggestive language is prohibited.

Textbooks

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

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

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

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

Work Permits

Schools act as an agent of the State Department of Labor in issuing Work Permits to students under the age of 16. All work permits are issued in the Dean's Office. Permits may not be issued unless all state requirements are met and the job for which the permit is requested is on the approved list. Students should visit the Dean's Office for more details.

Lake County High Schools Technology Campus

The Lake County High Schools Technology Campus is an extension of Mundelein High School. Tech Campus is located at the College of Lake County. It is available to junior and senior students who are interested in learning about communication, human services, manufacturing and transportation issues. Bus transportation from Mundelein High School is required for students attending Tech Campus. Students are not allowed to drive to Tech Campus.

In order for students to qualify to take classes at Tech Campus, they must meet the following criteria:

1. All placements will be made based on approval of the student's school counselor and the Director of Guidance. The student's academics, attendance, and behavior history will be reviewed.
2. All students must have obtained a minimum number of credits by the beginning of the school year they wish to attend Tech: 14 credits for juniors/20 credits for seniors.

Any student who fails the first year of Tech Campus will be ineligible for the second year.

Students dropped from Tech Campus for disciplinary reasons, lack of attendance, or lack of interest may be required to pay the Tech Campus tuition incurred by District 120.

Homeschooled Students (Board Policy 7.40)

District 120 students eligible to attend Mundelein High School and who are home schooled may attempt to schedule select courses at Mundelein High School and/or participate in the extracurricular and athletic programs at Mundelein High School. They must enroll and attend school for at least two academic periods per day at any given time, and abide by all necessary participation guidelines as set forth by the IHSA. Registration fees and course fees will be assessed as appropriate. Registration for courses should be completed in January prior to the year of enrollment.

Sexual Harassment General Statement of Policy (Board Policy 7.20)

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or

visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

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

Nondiscrimination Coordinator: Anthony Kroll, Principal 1350 W. Hawley St. Mundelein, IL 60060 847-949-2200	Complaint Managers: Anthony Crespo, Assistant Principal Samantha Smigielski, Dean of Students 1350 W. Hawley St. Mundelein, IL 60060 847-949-2200
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The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks. Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any

District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

General Concerns and Complaints

An individual or group with a complaint needs to follow the procedures listed below:

- Contact the individual teacher/staff member involved and make every effort to resolve the issue.
- If the issue remains unresolved, contact the Department Chairperson, then the Principal, finally the Superintendent.
- The Board of Education will investigate or act on complaints previously considered at the appropriate administrative levels. Complaints to the Board must be in writing.

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/>.

Safety (Board Policy 4.170)

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills,
2. One bus evacuation drill,
3. One severe weather and shelter-in-place drill, and
4. One law enforcement

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building. In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals be requiring that they be properly anchored.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services,

or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. The Superintendent shall develop procedures for the distribution and use of information from law

enforcement officials under the Child Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall

serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable. All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following: The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime

listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. If the district receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within their district in certain situations. This transfer option is unavailable in this District because the District has only one school or grade center. A student who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Transportation (Board Policy 4.110)

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

ondary Education Act. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes. Bus schedules and routes shall be determined by the Superintendent and shall be altered only with the Superintendent's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Student Support

Student Support personnel at MHS provide a variety of services. The Director of Student Support Services, Deans of Students, school counselors, social workers, nurse, police liaison officer, and school psychologist are all available to assist students. Each of these people have specialized talents and is ready to assist the student in developing an understanding of his/her individual potential, making realistic educational decisions, future planning and resolving personal and social problems.

Deans of Students

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

School Counselors

The counselors are responsible for collaborating with students, parents as well as teachers and staff to provide a supportive and progressive environment aimed at student success. Counselors will work with each student to develop academically by reviewing grades, graduation requirements and through academic planning. Counselors will work to provide a supportive environment for all students and assist with personal/social needs, providing agency or community resources to students or parents when appropriate. Counselors will work with each student to develop goals with regards to college and career readiness. Students and parents also have access to The College and Career Resource Center where they will find valuable information regarding college admissions, scholarships/financial aid and a variety of career opportunities. Students and parents can arrange to meet with their school counselor for information regarding college admissions, scholarships/financial aid and a variety of career opportunities.

School Social Workers

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

School Nurse

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

Police Liaison Officer

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

School Psychologist

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

Multi-tiered Systems of Support (MTSS) Coordinator

The Systems of Support Coordinator helps build, monitor, and evaluate our continuum of supports for students. The system of supports 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 staffed throughout the day. Students and parents are welcome to stop in and browse our resources, or schedule 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 prepa-

ration, including essay writing workshops, financial aid discussions, returning student talks, standardized test preparation, scholarship discussions and more.

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 the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

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

Proof of immunizations against meningococcal disease is required for all students 16 years or older prior to the beginning of their 12th grade.

ALL STUDENTS will be required to provide proof of Tdap vaccination.

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 must be included as a required part of each health examination; diabetes testing is not required.

Unless the student is homeless, or transferring from out-of-state, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. Transfer students, from out of state or country, 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.

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 before the Tuesday after Labor Day 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 the Tuesday after Labor Day, the school may hold the student's report card until the student presents proof: (1) of a com-

pleted eye examination, or (2) that an eye examination will take place within 60 days after the Tuesday after Labor Day. The superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

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

Homeless Child

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

Communicable Disease (Board Policy 7.280)

It is important to balance the interest of a student with a communicable disease in continuing to attend school and the interests of others not to be subjected to a direct threat to their health and safety as a result of their contacts with the student.

Communicable diseases are those diseases so designated by the Illinois Department of Public Health.

1. Each case of a communicable disease will be handled and documented on an individualized basis.
2. The administration may require any student believed to have a communicable disease to submit to an initial medical examination and may exclude the student from school, pending receipt and evaluation of the results of such examination.
3. Following such examination, a student with a communicable disease will be excluded from school and/or contact with others in District facilities for any period in which the medical evidence shows that his/her continued attendance would pose a direct threat to the health and safety of self or others and that such direct threat cannot be sufficiently reduced by reasonable accommodation. Factors to be considered shall include the student's age, cognitive functioning and ability to control his/her behaviors and body functions.

- Whether or not the student continues to attend school, he/she must provide the District on an ongoing basis with periodic updates of his/her health status, including the results of subsequent tests, changes in medication, diagnoses and prognoses. The District may require additional medical exams, as it deems necessary.
- Explorations of reasonable accommodation will include consultation with the affected student's parents or guardian.
- Any student receiving special education services is entitled to have any decisions reviewed by the team authorized to do so under the applicable proceedings for the administration of special education.

Prescription Medicine (Board Policy 7.270)

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed

"School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30 (f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or

trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated epinephrine auto-injectors. Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notification required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30 (c) of the School Code apply. No one, including without limitation parents/guardians of students should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Medication taken at school must be turned in to the nurse's office. (Medication refers to both prescription and non-prescription over-the-counter medicines). Students are **NOT PERMITTED** to carry medication with them in school except those students who require an inhaler or an EpiPen. **A doctor's order to administer the medication at school and parent permission must accompany the medication.** Medication permission forms are available in the nurse's office, the MHS website (<http://d120.org/academics/nurse/nurse.aspx>), or the doctor may fax the order to the nurse's office at **(847) 388-4803**. The physician must note the need for the drug during the school day, the reason for its use, the benefits and side effects, and an emergency phone number where he/she can be reached. The medication must be in the appropriately labeled container dispensed by the physician or pharmacy. Medication is administered as deemed necessary in order for the student to remain in school and only if the above requirements are met. The school district retains the discretion to reject requests for the administration of medication.

Emergencies

All accidents occurring on school premises, or at a school sponsored activity, requiring the services of health care, are to be reported to the nurse, school athletic trainer, or school administrator. A record of each accident has to be filled out by the supervising staff member and turned into the nurse's office, where it will be kept on file. Ordinarily, parental permission is obtained by the nurse prior to a student leaving school. However, in an emergency, the nurse may first seek the proper medical services before parental contact is made.

Non-Emergencies

Students should see the nurse if they suspect any problems with their health. Any student wishing to see the nurse must have a pass issued by the teacher of the class from which the student will be absent.

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:

- 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.
- 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.
- 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 (<http://d120.org/academics/nurse/nurse.aspx>). 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 (<http://d120.org/academics/nurse/nurse.aspx>). The form is to be completed by the parent/guardian and physician and turned into the nurse's office each year.

Homebound Education (Board Policy 6.150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Parents need to contact the guidance department to request the form to be completed by their doctor. Students returning to MHS after homebound education can do so only after a reentry meeting and a doctor's release to return to school.

Special Education (Board Policy 6.120)

Mundelein High School offers appropriate Special Education services for eligible students. It is the responsibility of Mundelein High School to screen and determine the eligibility of students with disabilities. Every eligible student will be provided with the following:

1. A determination of his/her individual needs.
2. Appropriate educational placement in the least restrictive environment.
3. An individualized educational program (IEP).

Provision of special educational services is determined and managed by a team. The members of the team are (1) the parents, (2) authorities of and for the school district and (3) the student. Parents who have questions about special education services, or who wish to request determination of eligibility for their student should contact the Mundelein High School Special Education Department.

Mundelein High School utilizes the Special Education District of Lake County (S.E.D.O.L) to provide some Special Education Services. S.E.D.O.L is a cooperative of 41 public school districts in Lake County whose purpose is to serve students with disabilities as their needs are determined.

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.

ELL/Bilingual

Services are provided for students with limited English proficiency. Parents of students interested in learning about the ELL/Bilingual services offered should contact the ELL/Bilingual Department Chair.

Testing

Testing (Board Policy 6.340)

MHS conducts a standardized testing program for our students. Students will take the State Recognized Assessment, unless the student is exempt according to 105 ILCS 5/2-3.64. A list of assessments can be provided by the Director of Curriculum & Instruction upon request. Test scores are part of student records and can be viewed by guardians and parents. MHS complies with ISBE requirements to report assessments administered by the district.

The Family Educational Rights and Privacy Act (FERPA)

(Board Policy 7.340)

Transcripts

Request: Transcript information is protected by law and requires written permission by the student or parent/legal guardian of a student under the age of 18. A signed form is required for each official request. Forms are available in the Guidance office.

Unofficial transcripts must be requested and released by the registrar directly to the student or parent/legal guardian of the student under the

age of 18.

Official transcripts must be mailed from the Registrar's office and bear certification and signature of our registrar or school official.

Records and transcripts are subject to the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. A complete copy of these acts is available for review upon request in the Guidance Office.

Records are released only with prior written consent. Certain individuals or agencies have limited access to statistical kinds of information in accordance with strict procedures. Mundelein High School District 120 will also make education records available under court order or when legally bound by a subpoena. Parents of eligible students will be notified that such a request is being honored.

Parents and eligible students shall have the right to review, copy, challenge, object to, and insert explanatory notes in the record. Requests to review records should be made in writing to the Superintendent.

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses; any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s). Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

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

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

the student's grades. Forms for the release of the transcripts to individuals or organizations are available from the Guidance Office.

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

- **Maintenance**

In compliance with state and federal law, the District shall maintain two sets of student records.

These shall be:

1. A permanent record shall include: basic identifying information, academic transcripts, attendance records, accident/health reports, and information pertaining to release of the record. Additionally, the permanent record may include: honors/awards and activities/athletics. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least (60) years after the student has graduated, withdrawn, or transferred from the District.
2. A temporary record, which may include: family background, intelligence/aptitude score, achievement test results, psychological reports, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, Special Education files, information pertaining to release of this record, and other relevant information not required to be in the permanent record. Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers whichever occurs first, to verify entries and correct any inaccurate information.

The District shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than five (5) years after the student has transferred, graduated, or permanently withdrawn from the District. However, the District may maintain indefinitely anonymous information for authorized research and planning.

The Building Principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records in accordance with the District's established procedure. No student record shall be destroyed unless the written approval of the appropriate Local Records Commission is first obtained. Prior to expunging and destroying students' permanent and temporary records, the District shall notify the student's parents/guardian and the student of its impending action. A thirty- (30) day notice shall be given in the local newspaper as well as a notice sent home to each student. The parents/guardian or student shall be given an opportunity, within the thirty- (30) day period, to copy the record and information proposed to be destroyed or deleted.

In the case of the handicapped student who graduates or permanently withdraws from the District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians.

The content of the transferred records may relate to the diagnosis and remediation of the student's handicapping condition. An explanation of the usefulness of the records may be given to the parents/guardians or student by the District's appropriate student personnel services worker.

The Superintendent shall be responsible for designating a records custodian who shall maintain student permanent records. The Superintendent or his designee shall be responsible for informing staff members of this policy.

- Access

The parents/guardians of a child under eighteen (18) or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records. A student shall have the right to inspect and copy his or her permanent and temporary records. When the student reaches eighteen (18) years of age, or graduates from high school, or marries or enters military service all rights and privileges accorded to a parent under the Illinois School Student Records Act shall become exclusively those of the student. The District shall notify students and the parents/guardians of such rights upon the initial enrollment or transfer of a student to the District. In cases of divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.

At the option of the parents/guardian, a designee of the parents/guardian, an eligible student, or the District, a qualified professional may be present to assist in the interpretation of the student's records.

A request for access to the records shall be made in writing and directed to the Superintendent or his designee. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

Access shall not be granted to the parents/guardian or the student to confidential letters and statements of recommendation concerning admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his/her right of access after being advised of his/her right to obtain the names of all persons making such confidential letters and statements.

The parents/guardian or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Education Regulations on Student Records, 23 Ill. Adm. Code 375.90. The District shall grant access to information included in student records under the following guidelines:

1. The District or any employee of the District shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act (ISSRA) and the Illinois State Board of Education (ISBE) Regulations.
2. The release of records to parents and students for inspection and copying shall be in accordance with District Policy and with the ISSRA and ISBE Regulation.
3. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education provided a current, demonstrable, educational or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need. Copies of these records shall not be made by any such employee or official unless a specific need for such copies is shown.
4. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research and statistical reporting or planning provided that no student or parent/guardian can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and the School Board approves of the research design and purpose.
5. The District shall grant access to or release information from a student's records pursuant to a valid Court order.
6. The District shall grant access to or release information from any student record to persons authorized or required to gain access to such records under Federal or State statute. Such persons must provide satisfactory identification to the Superintendent or the Superintendent's designee and a copy of the statute granting such authority.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parents/guardian or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parents or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Superintendent shall inform the parent/guardian or eligible student of his or her right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Superintendent or his or her designee of other schools in which the student has enrolled or intends to enroll upon written request from such official.
9. Prior to the release of any records or information under items 5,6,7 and 8 above, the District shall provide prompt written notice to the parents/guardian or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect copy and challenge the records, as well as the right to submit written statements into the record prior to release. If the release of records or information is pursuant to item 5, the notification shall include, in addition to the foregoing, a statement of the terms of the Court Order. Unless a Court Order provides otherwise, the parent/guardian or eligible student shall have 10 days to notify the school of their intent to copy, inspect, and/or challenge the record prior to release.
10. The District may release student records or information under certain emergency situations without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or his designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parents/guardian or eligible student as soon as possible of the information released, the date of the release, the person, agency, or organization to which the release was made, and the purpose of the release.
11. The District may release "directory information" regarding any student unless the parents/guardian or eligible student requests in writing that any or all of such information not be released. Prior to the release of directory information, the District must notify affected parents/guardian or eligible students in writing. Such notification shall include the date of notification, the names of the parents/guardian and student, the directory information to be released, and the scheduled date of release.
12. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained by the Superintendent as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parents/guardian or eligible student and the Superintendent. The record of release shall include:
 - a. Information released or made accessible.
 - b. The name and signature of the Superintendent.
 - c. Date of the release or grant of access.
 - d. The name and position of the person obtaining the release or access.
 - e. The purpose of the release or grant of access.
 - f. A copy of any consent to such release.
13. The District shall provide a written statement of the confidentiality requirements of Illinois and Federal statutes and regulations concerning student records to any person to whom such records are released or made accessible (except parents/guardian of students).

- Parental Access

Student records are confidential information and shall not be disclosed to an unauthorized person or agency. The District shall send copies of correspondence and reports initiated by the District and relevant to the student upon the request of either parent and to both parents when the parents are divorced, unless the School Board has been furnished with a certified copy of a court order prohibiting the release of such documents to that parent.

The materials which shall be provided are: reports of the student's academic progress; reports of the student's emotional and physical health; notices of school initiated parent-teacher conferences; notices of major school sponsored events; and copies of the school calendar.

Student and Family Privacy Rights (Board Policy 7.15)

Surveys

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

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey:

- (1) that is created by a person or entity other than a District official, staff member, or student,
- (2) regardless of whether the student answering the questions can be identified, and
- (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

Instructional Materials

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward'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 otherwise authorized by Board policy. (See 7:240, Conduct Code for Participants in Extracurricular Activities.)

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) a 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 schools 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 Photograph

Students may be involved in school-sponsored activities, which may result in photographs being taken of students engaged in those activities. These activities may include, but shall not be limited to, performing in school plays, participation in athletics, displaying samples of student work or representing a particular instructional program.

The School Board may permit student photographs to be taken on school premises by a commercial photographer when there is a school-related purpose for the photographs. School employees shall not profit from such activities.

Code of Student Conduct

We intend to create and maintain a climate and culture of excellence for Mundelein High School. We establish high expectations for student behavior to exhibit trust, respect, responsibility, and communication. Mundelein High School District 120 is committed to nondiscrimination for all students without regard to race, color, national origin, gender, sexual orientation, ancestry, age, religious beliefs, physical status, including mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

Further, the District will not knowingly enter into agreements with any individual that discriminates against students on the basis of gender or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in these regulations.

Mundelein High School District 120 School Board Policy states that in the absence of Board policy related to a specific situation, the Superintendent or designee will use his/her best judgment in arriving at a decision. The decision is based on what he/she senses the policy would be if it existed, based on the spirit and tenor of other existing policies. The School Board Policy Manual provides school personnel assistance for those unique situations beyond the scope of this document.

Corporal Punishment is prohibited. No student will be subject to this form of punishment by teachers, administrators, students, or other school personnel. Physical restraint is permitted only if it is reasonable and necessary in order to quell a disturbance.

Based on the official policy of the Mundelein High School District 120 Board of Education, certain types of conduct are prohibited. The rules, regulations, and procedures, as indicated in this booklet will, for the safety and convenience of everyone, be enforced immediately before, during, and after school hours.

The rules are applicable at school, on school athletic fields, throughout the course of any school field trip or other officially sponsored school activity, buses, bus stops, in areas immediately adjacent to the school, and in all other places where school functions occur or where school activities normally take place.

Appropriate disciplinary actions will be imposed on students violating these rules. Violations are divided into discipline violations and law violations. (Law violations may also result in police action.)

Off-Campus Conduct at School-Related Activities

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or

event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Student Dance Expectations

IDs are required at all dances.

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

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

Mundelein High School Behavior Matrix

Expectations	Everywhere	Cafeteria	Hallways
Be Safe	Follow directions first time given. Stand up for others.	Maintain clean environment.	Maintain continuous flow of traffic.
Be Timely	Be in class when the bell rings.	Arrive on time.	Be in class when the bell rings.
Be Accountable	Dress appropriately for all settings. Take responsibility for actions.	Attend only your lunch period. Maintain clean environment (recycle and dispose of litter).	Show self control.
Be Respectful	Use appropriate language Treat equipment nicely. Be courteous and polite to everyone. Respect school property. Keep hands, feet, and objects to yourself.	Follow directions of staff.	Listen and respect all adults. Respect self and others.

Prohibited Student Conduct

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

1. **Aggressive Behavior:** Using any form or type of aggressive behavior that does, or is reasonably likely to do, physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct. Bullying and/or intimidation of others includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another person in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any person in such a way as to disrupt or interfere with the school's educational mission, the education, or well-being of any person. Bullying or intimidation most often will occur when a person asserts physical or psychological power over, or is cruel to, another person perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.
2. **Audible Electronic Devices and Headphones and Wireless Communications Devices (Cell Phones) (Board Policy 7.190):** Audible electronic devices (including but not limited to video game players, digital players, iPods) and headphones can be a disruption to the educational program; therefore, they will not be allowed in the testing center, ISS, detention, or classrooms (unless teacher permits otherwise).

Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher or school administration grants permission; (b) use of the device is provided in a student's IEP; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Sexting and cyber bullying are strictly prohibited.

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

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

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

3. **Cafeteria Violation:** Students using the cafeteria are subject to the following guidelines:

- a. Students must appropriately carry and display their ID card going through the lunch line.
- b. Every student at a table is responsible for the cleanliness of that table.
- c. Materials to clean up accidental spills are available in the dish room.
- d. Students will return their serving tray, containers, and trash to the disposal area and clean up their table as soon as they have finished eating.
- e. Students will be excused from the cafeteria at the end of the lunch period.
- f. Cafeteria violation may result in disciplinary action.
- g. Students are not allowed to have any food from outside vendors in the cafeteria.
- h. No food and/or drinks other than water are allowed in the academic corridors and classrooms unless approved by an administrator.

4. **Computer Misconduct/Tampering/Hacking/Viruses:** Distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations and interferes with the rights of other students or staff members is an unauthorized use of computers and a violation of the District's network/internet use policy. Students may receive consequences from the Dean's Office for violation of the Acceptable Use Policy.

5. **Display of Affection:** Students are expected to use good judgment and refrain from open displays of affection. Affection beyond handholding may result in disciplinary action.

6. **Disrespect to Employees:** Any conduct or act which is abusive of, or disrespectful to, a teacher or other employee of the District.

7. **Disruption:** Conduct which materially and substantially threat-

ens to or actually disrupts the educational process or interferes with the liberty, property, or other rights of a school employee, student, or person on school premises or attending a school activity.

8. **Drugs, Synthetic Drugs, Controlled Substance, Alcohol, Tobacco & Electric Cigarettes (Board Policy 7.190):** The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

- a. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electric cigarette.
- b. 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.
- c. Using, possessing, distributing, purchasing, or selling:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, and hashish).
 - Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance enhancing substance on the Illinois High School Association's most currently banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - 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 instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis is prescribed, is prohibited.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - i) That a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - ii) 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.
 - 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.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
 - i) 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
 - ii) 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.

- Drug paraphernalia, including devices that are or can be used to:
 - i) ingest, inhale, or inject cannabis or controlled substances into the body; and
 - ii) 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.

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

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

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

9. **Failure to Report to the Office:** Failure to report to the office when referred by any staff member will result in additional disciplinary consequences over and above those imposed for the conduct for which the referral was made.
10. **Fighting:** Fighting between students or among groups of students will not be tolerated. Individuals involved in a fight may receive disciplinary consequences regardless of who started the fight. Incidents involving pushing, shoving, wrestling, horseplay, etc. may be considered fighting, regardless of the intent to harm or the consent of the participants.
11. **Forgery:** Forging or altering passes, IDs or other school-related documents is prohibited. Students who misrepresent their identity or fail to identify themselves upon request of any staff member will be subject to disciplinary action.
12. **Gambling (Board Policy 7.190):** Students may not gamble or possess gambling paraphernalia. Gambling paraphernalia will be confiscated. Gambling paraphernalia includes but is not limited to any cards, dice, game sheets, chips, etc. that are related to the exchange of money and/or goods in any gaming situation.

13. **Gang Activities (Board Policy 7.190):** The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session, or at school related events, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District's student discipline policy.

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

1. on behalf of any gang
 2. committing or conspiring to commit criminal offenses
 3. engaging in conduct that is contrary to the public good
 4. engaging in conduct that interferes with or disrupts the District's educational process or programs
 5. perpetuating the existence of any gang, or
 6. effecting the common purpose and design of any gang, including without limitation, the recruiting of students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his will in furtherance of the common purpose and design of any gang. The following activities are prohibited:
 - Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gang tattoo (gang tattoos must be covered at all times at any school-related event) or other item which is evidence of membership or affiliation in any gang.
 - Committing any act, or use of any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
 - Use of any speech or commission of any act to further the interests of any gang or gang activities, including but not limited to:
 1. soliciting others for membership in any gangs;
 2. requesting any person to pay protection or otherwise intimidating or threatening any person;
 3. committing any other illegal act or other violation of school district policies;
 4. inciting other students to act with physical violence upon any other person.
14. **Gross Disobedience, Insubordination or Misconduct:** Gross disobedience or misconduct includes, but is not limited to, repeated or persistent violation of the school rules, or a single highly serious incident. Furthermore, refusing to comply with the reasonable instructions of school personnel is a violation of school policy.

15. **Hazing, Harassment, Intimidation, Bullying, or Cyberbullying (Board Policy 7.180 and 7.190) (Including sexual and disability harassment):**

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

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

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

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

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electro-magnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation

of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bully Prevention and Response Plan

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

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

Complaint Managers:

Anthony Crespo, Assistant Principal, acrespo@d120.org
 Samantha Smigielski, Dean of Students, ssmigielski@d120.org
 1350 W. Hawley St. Mundelein, IL 60060
 847-949-2200

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

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

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

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization
- b. Student, staff, and family observations of safety at a school
- c. Identification of areas of a school where bullying occurs
- d. The types of bullying utilized, and
- e. Bystander intervention or participation

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

This policy is not 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 or 4 of Article 1 of the Illinois Constitution.

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

16. **Interference with Employees**: Interference with school personnel in the performance of their duties.

17. **Laser Pointers (Board Policy 7.190)**: Possession of laser pointers and laser key rings is not allowed during the school day and/or at any school-related event or activity, unless under a staff member's direct supervision and in the context of instruction. Laser pointers and laser key rings will be confiscated and returned to the student's parent or guardian.

18. **Leaving/Entering**: No student who has arrived on school property will be allowed to leave the school building or premises without a pass signed by an administrator. All students who enter/leave the building and/or school premises during the school day must be excused and sign out in the Attendance Office.

19. **Lighters/Matches**: Possession of lighters/matches are not allowed during the school day and/or at any school-related event or activity.

20. **Misrepresentation/Lying**: Any misrepresentation or lying to any staff member is prohibited.

21. **No Hall Pass/Unauthorized Areas**: Students are not permitted to be in the halls during non-passing periods without a hall pass. Students are not permitted to be in unauthorized areas without being accompanied by a staff member.

22. **No Identification Card**: Students are issued a Mundelein High School identification card. All students are expected to have the identification card in their possession at all times. They may wear it on a lanyard or have it in their backpack, pocket, or purse. Students may not trade or loan their identification cards to other persons. If a student does not possess a school issued ID, they must go to the Deans' Office and request a schedule with their bar code on the bottom. The student will be given a new ID and his/her account will be charged \$5.00.

Lost identification cards must be replaced immediately. A fee of \$5.00 will be charged for each replacement. Students will not be allowed to enter school without the proper display of their identification card or a temporary ID. Students who are found in the building during school hours without their identification card will be brought to the security desk and asked to obtain a temporary ID.

23. **Profanity:** Students may not use language which is reasonably considered to be profane or vulgar or disrupts the educational environment of the school.
24. **Public School Fraternity, Sorority or Secret Society:** Being involved with any public school fraternity, sorority, or secret society by being a member, promising to join, pledging to become a member, or soliciting any other person to join, promise to join, or be pledged to become a member is prohibited. A public school fraternity, sorority, or secret society means any organization, composed wholly or in part of public school students, which seeks to perpetuate itself by taking in additional members from the pupils enrolled in the school on the basis of a decision of its membership, rather than upon the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.
25. **Pushing/Shoving/Horseplay:** Pushing, shoving, wrestling, and other horseplay is prohibited.
26. **School Records:** Unauthorized access to, possession of, or alteration of school records. Students who use the school's computers, computer network, computer access, telephone lines, etc., to harass, intimidate, or threaten other persons, engage in illegal activity, hack into the School District's computer network or the networks of others, or create or deliver computer viruses will be subject to disciplinary consequences, including loss of computer privileges.
27. **Theft (Board Policy 7.190):** Theft of school property or property of other individuals is prohibited.
28. **Threats:** Threats to the health, welfare, or safety of students, staff members, or their families, or threats to disrupt the learning environment of the school are prohibited. Such threats may be referred to law enforcement authorities for criminal prosecution.
29. **Unexcused Absence/Cutting (Board Policy 7.190):** A student who is absent for a whole school day, part of the school day, or one class period without a parent or guardian reporting an excuse/reason for the absence will be considered unexcused. Excessive unexcused absences may result in consequences including, but not limited to, lunch detentions, Before or After School Detentions, and truancy tickets. Please see the Attendance policy for more information.
30. **Vandalism (Board Policy 7.190):** Damaging, defacing, or destroying school property or the property of others is prohibited. Students and their parents are responsible for the cost of repairing or replacing intentionally damaged school property.
31. **Weapons (Board Policy 7.190):** Using, possessing, controlling, or transferring a weapon. A student who is determined to have brought one of the following objects to school, any school sponsored event or activity, or any activity or event that bears a reasonable relationship to the school shall be expelled for a period of at least one calendar year.

A "weapon" means:

- (a) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code;
- (b) 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,
- (c) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.

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

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

- First offense: Parent pick-up of the electronic device
- Second offense: One 1 hour After School Detention and Parent pick-up
- Third offense: Parent conference

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

Dress Code (Board Policy 7.160)

Although a student's style of dress and/or grooming may reflect individual preferences, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe, and healthy environment within the school.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students.

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words, or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words, or acronyms advertising tobacco, alcohol, or illegal drugs / drug paraphernalia.

Symbols, mottoes, words, or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

In addition:

- Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.
- Permitted garments shall be clean, in good repair, and appropriate for the learning environment.
- Permitted clothing shall be worn as designed/manufactured.
- School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.
- All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Head Coverings/Sunglasses

- Mundelein High School has a NO HAT/NO HOOD POLICY .
- Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn during the school day.
- Caps, hats, or other similar head coverings shall not be worn unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within the school building.

Upper Garments

- The cut of sleeveless garments must not expose undergarments or be otherwise immodest.
- Strapless garments are prohibited.
- Bare midriffs, immodestly low-cut necklines, off-the-shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing, sitting and/or bending.

Lower Garments

- Undergarments shall not be visible.
- Pants and shorts shall be worn at the waist.
- Spandex bike shorts and bathing/swimming wear are not permitted.
- Shorts and skirts must be of appropriate length as defined by administration.

Footwear

Students shall wear footwear with a hard sole for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation.

Accessories

- Jewelry and other accessories shall not convey prohibited messages as defined within the general rules of the dress code.
- Visible jewelry/accessories that pose a safety concern for the student or others are prohibited.
- Belts must be fastened and cannot be draped to one particular side.

Religious and Health Accommodation

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodations shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Code of Student Conduct. Students may be requested to change articles of clothing that violate the dress code. Articles of clothing, head coverings, and/or other prohibited objects may be confiscated and returned only to a parent by a building administrator.

Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administration shall have the authority and discretion to rule on the appropriateness of the attire.

Flower, Gift, and Food Deliveries

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

Pets

Pets are known to trigger allergic or asthmatic reactions in people with these chronic conditions. In order to ensure the optimal health and

wellness of the entire school population, pets will not be allowed in the school building. Exceptions may be made when a living thing(s) is needed for teaching a portion of the grade level curriculum. Visiting pets may be observed outside during fair weather or inside the front vestibule during inclement weather. Teachers should ensure that students with known pet allergies are not directly exposed to visiting pets.

Bus Behavior (Board Policy 7.220)

Bus Conduct

All students must follow the District's School Bus Safety Rules. 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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student is 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 visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Solicitation of Funds

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

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

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

Disruptive Acts at the End of School Term

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

Motor Vehicles on School Grounds and Parking

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

Starting May 1, 2017, students can register on-line to get a "parking lottery ticket". Students will need to register on-line and print out a copy of their answers as proof for registering. Numbers and names will be documented on a Google spreadsheet; juniors and seniors on separate spreadsheets. This will be the **ONLY** time to register for a permit.

Using a randomizer (if needed for the seniors) the lottery numbers will be picked the first day of finals. Seniors will get top priority; after all senior requests have been honored junior numbers will be picked. "Winning" numbers will be posted on the website second day of finals. The students will have until the day before school starts to claim their parking permit beginning 5 business days before the 1st day of school. Lottery winners will be posted on the district webpage (www.d120.org).

To claim the parking permit students need to come into the Dean's Office, present their driver's license, proof of insurance, vehicle registration, permission slip, and payment for the permit. Students purchasing a parking permit must be in good standing by having all fees paid and books/equipment returned. If fees are not paid in full, does not have a valid driver's license or insurance, or does not have a vehicle by the day before school starts, the student forfeits claim to the parking permit. Students will have the option of a yearlong permit or the current semester parking permit however second semester draws will come from students who already registered and did not receive a permit. It is best to purchase a yearlong permit. We will provide the students with specific instructions on where the parking permit needs to be placed on the vehicle.

On the first day of school, any parking permits that have not been claimed will go back into the lottery. Students registered and notified will have three days to claim these permits. The process will continue until all permits have been taken.

Student Fund-Raising Activities (Board Policy 7.325)

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

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's implementing procedures shall provide that:

1. Fund-raising 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. Fund-raising efforts must be voluntary.
4. Student safety must be paramount.
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 fund-raising 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 fund-raising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon 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 of any message's content by the District."

Sales

Advertising may be permitted if it is for approved school-related

activities. Such activities may include school newspaper, yearbook, and other fund-raising projects. Advertising material that promotes the use of drugs/alcohol and/or tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal or the superintendent of schools.

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 police liaison officers. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. 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, cell phones, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and gender, 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 police liaison officer of the same gender 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 or designee.

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.

Student Accounts or Profiles on Social Networking Websites

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

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

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.

Student Publications (Board Policy 7.315)

School-Sponsored Media

School-sponsored publications, productions, and web sites 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 Developments, and 7.180, Prevention of and Response to Bullying, Intimidation, and Harassment; or Materially and substantially disrupt 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 (1) through (4) above will not be tolerated and school officials and student media advisers may edit or delete such media material.

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).
- 4) 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:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. 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;
 - c. 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; or
 - d. Is reasonably viewed as promoting illegal drug use;
- e. Is distributed in kindergarten through eighth grade 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
- f. 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

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

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

Student Privileges

Undesirable behavior may result in a student losing a specific privilege for a period of time no less than 5 school days and no longer than the length of a 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 privileges can leave the building for lunch. Seniors and juniors are subject to lose their privileges due to unexcused absences, tardies, discipline, failing grades, outstanding fees, or parent requests.

Senior Exam Exemption

Seniors may exempt final exams during semester 2 only. The required form must be handed in to the Dean's Office the Friday prior to the requested exam. To be eligible to exempt final exams, seniors are required to have:

- 1) Academic credits necessary to graduate – non graduates need to take final exams
- 2) No suspensions during senior year
- 3) No athletic or activities code violations during senior year
- 4) Semester grade of "C" or better in the class for which the exam exemption is requested
- 5) Parent and Teacher approval on exemption form
- 6) No unexcused absences during semester 2

Disciplinary Measures

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

behaviors are recognized as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the school district.

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

Disciplinary Action (Board Policy 7.190):

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. Before and 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 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 may 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 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may 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.

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.

The Administration and Board of Education have complete discretion determining the level of the infraction and the appropriate consequence. Alternatives to disciplinary action are determined at the discretion of the administration.

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

Out-of-school suspensions of 3 school days or less may be imposed if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities.

Unless otherwise required by law, out-of-school suspensions of longer than 3 school days may be imposed if:

1. Other appropriate and available behavioral and disciplinary interventions have been exhausted, and

2. The student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.

Suspended students will have the opportunity to make up work missed during the suspension for equivalent academic credit.

The Superintendent of designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and that student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardians(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - c. Provide a rationale as to the specific duration of the suspension
 - d. Depending on the length of the out-of-school suspension, include the following applicable information:
 - i) For a suspension of 4 or more school days, information as to whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
 - ii) For a suspension of 5 or more school days; information as to whether appropriate and available support services are to be provided, or whether it was determined that there are no such appropriate and available services.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board of its hearing officer and may be represented by counsel. Whenever there is evident that mental illness may be the cause for the suspension, the Superintendent of designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. If such a request is not received within ten (10) days of the date of the suspension notice, it will be assumed that the parent waived their right to a review of this suspension.

Due Process Procedures for Expulsion (Board Policy 7.210)

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for

the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested.

The request shall:

- a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in the school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 - e. Upon expulsion, the District may refer the student to appropriate and available support services.

SPECIAL NOTICE: A child with a disability and his/her parent/guardian are entitled to the procedural protection of Section 504 and IDEA-B before the student's placement is changed for disciplinary reasons. If additional information is needed, consult the handbook entitled, "Parent Rights in Special Education: Notice of Procedural Safeguards", which is available at each school site, or "Discipline for Children with Disabilities-Some Commonly Asked Questions About Discipline Under IDEA", both of which are available from the U.S. Department of Education, Office of Special Education Programs, 330 "C" Street, SW, Washington, D.C. 20202.

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

Student Attendance

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

Attendance and Truancy (Board Policy 7.70)

Definitions:

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, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as

determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

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

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

Compulsory School Attendance

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

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

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

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

Truancy

The Superintendent or designee shall develop diagnostic procedures for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures include, but are not limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information. The following supportive services may be offered to truant or chronically truant students: parent/teacher conferences, student and/or family counseling, or information about community agency services. Any 16 or 17-year-old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants. The Superintendent or designee will determine if a student is 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 chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Absence Procedures for Students/Parents

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

Student Attendance phone number: 847-949-2200 extension 1999.

Spanish Line phone number: 847-949-2200 extension 1998.

It is the student's responsibility to make sure a call is received by 9:15 a.m. the day of the absence. Failure to report an absence by 9:15 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 the 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 the 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 his/her return to school.
5. Family Emergency. Family emergencies need to be cleared by an administrator if they are to be excused.

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

Tardy

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

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

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

1. The Attendance Office must have a call by 9:15 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 his/her school day, he/she must sign in at the Attendance Office.
3. Any student leaving the building or returning to the building without following these procedures may be considered unexcused and may be subject to discipline action. The student may not receive credit for the periods missed.
4. Juniors and Seniors with privileges may only leave the building during their privilege period or during lunch. At any other time, they must sign out of the building and have permission from the Attendance Office to leave.
5. Freshman and Sophomores leaving for lunch with permission need to have a parent/guardian come into the Attendance Office to sign them out.

If a student has been called out by a parent they may not remain on school property.

Truancy/Unexcused Absences

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

Make-Up for Excused Absences

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

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. Excessive absences without documentation are considered unexcused.

Advanced Absences

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

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

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

Exceptions to the policy, for emergencies only, need to be pre-approved by Administration.

For clarification, parents should contact the Deans' Office.

University/College Visit

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

Attendance Requirements for Participating in School Sponsored Activities

A student must attend 2 class periods during the school day or be participating in school-sponsored activities during the school day if he/she wishes to participate in any after-school sponsored (i.e., athletic, theatre, band, dance, etc.) activity on that day. No student shall be permitted to participate in any activity including practice sessions, if he/she was absent from school and returns to school after the end of the school day in an attempt to be present only for the school sponsored activity. Any student who has been absent for the entire day is not allowed on school property.

Athletics

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

Athletic Director: Mr. Troy Parola

Fall Sports

Boys/Girls Cross Country	Boys/Girls Goff
Cheerleading (Sideline)	Dance (Sideline)
Football	Boys Soccer
Girls Swimming/Diving	Girls Tennis
Girls Volleyball	

Winter Sports

Boys/Girls Basketball	Cheerleading (Competition)
Dance (Competition)	Winter Guard (Competition)
Wrestling	Boys Swimming/Diving
Girls Gymnastics	

Spring Sports

Boys/Girls Lacrosse	Boys/Girls Track & Field
Boys/Girls Water Polo	Baseball
Boys Gymnastics	Boys Volleyball
Boys Tennis	Girls Soccer
Softball	

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

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

Athletic Code and Training Rules

Eligibility

- An athlete must pass a minimum of five (5) subjects the previous semester and must be passing a minimum of five (5) subjects each week in order to be scholastically eligible for athletic competition.

- In addition, students who wish to participate in extra-curricular activities are expected to maintain a “C” average each grading period. Students who do not maintain a “C” average or who have failed one or more classes in a term must be actively engaged in school documented efforts to improve their learning performance. Students who fall below these requirements must meet with their counselors to develop a learning improvement plan. Lack of follow-through by the student will result in ineligibility for all extra-curricular activities until there is school documentation that the learning plan is being followed by the student.
- A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which eligibility shall terminate on the first day of the sport season.
- Students wishing to participate must also have the following documentation on file in the athletic office: a physical exam, an insurance waiver signed by the student and his/her parents, an emergency medical card, a signed copy of the Athletic Code of Conduct, and a signed copy of the information sheet on concussions and the concussion policy.
- The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
- The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association concerning its performance enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

Athletic Code of Ethics

- Fair, hard play at all times, showing respect for opponents, officials and spectators.
- Conduct with the highest degree of character on and off the field.
- Faithful completion of schoolwork as practical evidence of commitment to school and team.
- Complete observance of all training rules and school policies.
- Give opponents the credit for their ability and the respect you would hope to receive in return.
- Be modest and considerate in victory; be gracious in defeat.
- Realize it is an honor and a privilege to represent Mundelein High School.
- Realize that team success comes before individual recognition.
- Sportsmanship and competition are the primary reasons for high school athletics.

RULE 1 - ATTENDANCE AT PRACTICE OR GAMES

- Athletes leaving school because of illness during the day will not be eligible to participate in sports that day.
- Athletes who are ill and arriving late to school, before half of the

school day is over, will have their eligibility decided by the Athletic Director who will keep in mind the welfare of the athlete.

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

RULE 2 – CONDUCT UNBECOMING AN ATHLETE

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

Sanction

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

RULE 3 – TOBACCO/ALCOHOL/DRUGS IN ANY FORM

Athletes will refrain from the use or possession of tobacco, alcohol, and illegal drugs, including steroids.

Sanctions

1st Offense:

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

2nd Offense:

The athlete will be suspended for **one calendar year** from the date the offense is reported to the Athletic Director; a second assessment with the Student Assistance program (or outside drug/alcohol clinician) is also mandated. If the second infraction occurs during a suspension for the first offense, the second suspension will not begin until the first suspension has been served in full. This suspension includes intramurals as well.

3rd Offense:

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

SELF-ADMITTANCE

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

Once the athlete or his/her parents have come forward, the athlete will have to go through an assessment through the Student Assis-

tance Program or outside drug/alcohol clinician, and complete the recommendations of that assessment. During this time the athlete is not under any athletic code penalty and will be allowed to practice and compete as normal. Also, the Athletic Department will treat this with great confidentiality.

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

Clubs and Activities

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

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

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

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

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

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

ACTIVITY CODE AND TRAINING RULES

Eligibility

- A student must pass a minimum of five (5) subjects the previous semester and must be passing a minimum of five (5) subjects each week in order to be scholastically eligible for activities.
- In addition, students who wish to participate in extra-curricular activities are expected to maintain a “C” average each grading period. Students who do not maintain a “C” average or who have failed one or more classes in a term must be actively engaged in school documented efforts to improve their learning performance. Students who fall below these requirements must meet with their counselors to develop a learning improvement plan. Lack of follow-through by the student will result in ineligibility for all extra-curricular activities until there is school documentation that the learning plan is being followed by the student.

- Students wishing to participate must also have the following documentation on file in the activities office; an emergency medical form and a signed copy of the Activities Code of Conduct.
- The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.

Activities Code of Ethics

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

Assistance Program or outside clinical assessment, and complete the recommendations of that assessment. During this time the participant is not under any activity code penalty and will be allowed to practice and compete as normal. Also, the activity department will treat this with great confidentiality.

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

RULE 1- CONDUCT UNBECOMING A PARTICIPANT

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

Punishment is handled by the sponsor and Administration

RULE 2- TOBACCO/ALCOHOL/DRUGS IN ANY FORM

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

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

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

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

SELF-ADMITTANCE

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

Once the participant or his/her parents have come forward, the participant will have to go through an assessment through the Student