

TABLE OF CONTENTS

LONG RANGE PLAN ON A PAGE

MUNDELEIN HIGH SCHOOL COMMENCEMENT GOALS

ACADEMICS

• Academic Load/Daily Schedule	page
• Bell Schedule	page
• Classification Requirements	page
• Schedule Corrections	page
• Auditing a Class	page
• Grading Policy and Procedures	page
• Grading System and Class Rank	page
• Academic Integrity Policy	page
• Report Cards and Progress Reports	page
• Honor Roll	page
• Graduation Requirements	page
• Withdrawal from School	page
• Waiver of Courses	page
• Participation in Graduation Ceremony	page
• Graduating with Honors	page

GENERAL INFORMATION

• Visitor Identification	page
• Safety Program	page
• Residency/Enrollment	page
• Transportation	page
• Registration Fees/ Registration Fee Waiver	page
• Summer School	page
• Internet Use Procedures and Guidelines	page
• Lost and Found	page
• Media Center	page
• Equal Education Opportunity	page
• Uniform Grievance Procedure	page
• Mustang Nation Store/Bookstore-Payment Center	page
• Cafeteria	page
• Emergency School Closing	page
• Lockers	page
• Student Pick Up/Drop Off	page
• Physical Education Uniforms	page
• Textbooks	page
• Work Permits	page
• Lake County High Schools Technology Campus	page
• Homeschooled Students	page
• Harassment of Students Prohibited	page
• General Concerns and Complaints	page

STUDENT SUPPORT

• Student Support	page
• Dean of Students	page
• School Counselors	page
• School Social Workers	page
• School Nurse	page
• Police Liaison Officer	page
• School Psychologist	page
• School Registrar	page
• College/Career Resource Center (CCRC)	page
• Health Services/Health Records	page
• Special Education	page
• Behavioral Intervention Policy	page
• ELL/Bilingual	page
• Testing	page
• Student Transcripts/Records	page
• Student Photograph	page
• The Family Educational Rights and Privacy Act (FERPA)	page

CODE OF STUDENT CONDUCT

- Off-Campus Conduct and School-Related Activities page
- Positive Behavioral Interventions and Supports (PBIS) page
- Behavior Matrix page
- Prohibited Student Conduct page
- Dress Code page
- Flower, Gift, and Food Deliveries page
- Pets page
- Bus Behavior page
- Solicitation of Funds page
- Demonstrations or Meetings on School Premises (Non-School-Sponsored) page
- Disruptive Acts at the End of School Term page
- Motor Vehicles on School Grounds and Parking page
- Student Fund-Raising Activities page
- Sales page
- Search and Seizure page
- School Property page
- Student Publications page
- Student Identification page
- Student Privileges page
- Disciplinary Action page
- Homework Policy for In-School or Out-of-School Suspension page
- Due Process for Suspension page
- Due Process for Expulsion page

STUDENT ATTENDANCE

- Attendance and truancy page
- Tardy page
- Leaving/Entering the building page
- Truancy/Unexcused Absences page
- Make-Up for Excused Absences page
- Excessive Absences page
- Advance Absences
- University/College Visit page
- Attendance Requirements for Participating in School Sponsored Activities page

ATHLETICS

page

CLUBS AND ACTIVITIES

page

**When Board Policy is referenced, please note that it is a summation of the Board policy. Full Board Policies are available at the district office or on our website. **

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

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:

	Class of 2018	Class of 2019	Class of 2020	Class of 2021
Sophomore Status	7	7	7	6
Junior Status	14	14	13	12
Senior Status	20	19	18	17
Needed to Graduate	24	23	22	22

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

Schedule Corrections

If a student withdraws from a course on or before the 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.

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 P	Pass-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	3.0
D	1.0	1.0	1.0
F	0.0	0.0	0.0

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

Only AP 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.

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).
- Complete all District course requirements.

	Class of 2018	Class of 2019	Class of 2020	Class of 2021
Needed to Graduate	24	23	22	22

I.

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

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish 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.

Withdrawal from School

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

Waiver of Courses

1. 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:

1. 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;
2. 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.

2. 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 - School buildings and grounds. All District buildings and grounds, vehicles used for school purposes, and any location used for a 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 locate 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. 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 detectible, 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.

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.

Safety Program (Board Policy 4.170)

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information. The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school. During each academic year, each school building that houses school children must conduct a minimum of:

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

The Superintendent or appropriate designee must conduct a law enforcement drill in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it 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.

Student Insurance

The Board of Education shall annually designate a company to offer supplemental student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the insurance company.

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.

Residency/Enrollment

School Enrollment 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.

Enrollment 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 provide 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 is required every year.
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.

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 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.

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 who 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.

Transportation (Board Policy 4.110)

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to 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 McKinney Homeless Assistance Act. 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 any time a bus 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.

Registration Fees (Board Policy 4.138)

This fee furnishes the student with textbook rental, the school newspaper, admission to many school events, and an identification card. The registration fee does not include the cost of P.E. uniforms, participation fees for many activities, insurance, yearbook, or other consumables (e.g. workbooks and novels) that may be purchased through the school bookstore. Some courses require additional course fees to cover the cost of consumable supplies within a course. Failure to return textbooks will result in the student's fee balance being charged for the cost of the book.

Seniors will be required to cover the rental cost of a cap and gown for graduation ceremonies. No senior will be permitted to participate in graduation ceremonies unless all fees are paid in full.

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.

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 each spring.

Internet Use Procedures and Guidelines (Board Policy 6.235)

Internet access is available to students in Mundelein Consolidated High School District 120. The goal in providing this service is to promote resource sharing, innovation, and communication that enhance the curriculum. To this end, students have access to electronic mail, discussion groups, databases, public domain, shareware software, and other information resources such as libraries and museums.

Purpose of Policy and Authority of District

The District Network, which includes the internet, was established to support the school curriculum, facilitate communication between the school and community, and enhance the administrative responsibilities of the District. The District Network does not constitute a public forum nor do any of its users have a right to privacy. Those employees charged with the maintenance and operation of the system, and the district administration, will have access to all electronic mail. The District reserves the right to regulate the content of and links to the Network. The District reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. Except as provided by federal and state statutes protecting the confidentiality of school records; no user should have an expectation of privacy in connection with such use. The District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District is not responsible for any unauthorized charges incurred as the result of a student's use of the District Network.

Acceptable Use

All of the use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or for legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's Network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Unacceptable Use

Students are expected to act in a responsible and legal manner in accordance with Federal and State laws and regulations, District policies, and the District Acceptable Use Guidelines.

The following non-exhaustive list sets forth those uses that are expressly prohibited:

1. Use of the network to facilitate or participate in illegal activity.
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed.
3. Wastefully using resources, such as file space.
4. Hacking or gaining unauthorized access to files, resources or entities.
5. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph.
6. Use of the network for private commercial or for-profit purposes.
7. Use of the network for product advertisement or political lobbying.
8. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
9. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
10. Use of the network to access obscene or pornographic material.
11. Use of the network to transmit material likely to be offensive or objectionable to recipients.
12. Use of network facilities for fraudulent copying, communications, or modification, of materials in violation of copyright laws.
13. Intentionally obtaining or modifying files, passwords, and data belonging to other users, or using another user's account or password.
14. Posting material authorized or created by another without his or her consent.
15. Posting anonymous messages.
16. Downloading unauthorized games, programs, files or other electronic media.
17. The illegal use of copyrighted software by students and District employees is prohibited.

Use of Electronic Mail

The District's electronic email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic e-mail message transmitted to external recipients.

Any message received from an unknown sender via the Internet should be either immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Violation of Acceptable Use Guidelines

Any user violating these rules, applicable state and federal laws and district rules are subject to District Disciplinary options, including suspending or revoking district network use rights. Should the District incur damages (including attorneys fees) as a result of the inappropriate use of technology, the user will be responsible for those damages.

Safety

Mundelein High School will make every effort possible to protect users of the network from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communication shall immediately bring them to the attention of a teacher or administrator.

Network users shall not publish or reveal personal information about themselves or others on the network. Network users shall not engage in instant messaging, social networking, nor participate in chat rooms or video conferences without express permission while on school property.

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 available for student use daily from 7:00 a.m. to 4:00 p.m. Students may check out library materials for up to three (3) weeks at a time. Fines are assessed for overdue materials.

Equal Educational Opportunity (Board Policy 7.10 and 2.260)

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

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.

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:

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 II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/

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

Nondiscrimination Coordinator: Anthony Kroll, Principal 1350 W. Hawley Street Mundelein, IL 60060 847-949-2200	Complaint Managers: Anthony Crespo, Assistant Principal Samantha Smigielski, Dean of Students 1350 W. Hawley Street Mundelein, IL 60060 847-949-2200
--	---

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 uniforms, and casual 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 Rev Trak on the school website (www.d120.org) or at the School Bookstore-Payment Center

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

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

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. 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 7:00 a.m. and 4:00 p.m.

Physical Education Uniforms

Each incoming freshman is required to purchase a physical education uniform shirt. PE Shorts are available but not required. 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, sweatshirts, or shorts 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.

Textbooks

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

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.

Textbooks must be returned immediately after the courses are 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.

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 provided for students attending Tech Campus. Students are not allowed to drive to, be dropped off or picked up at Tech Campus unless prior written approval has been granted by the Director of Guidance.

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

When MHS is on a bell schedule other than "A-schedule", students attending Tech Campus are required to attend their class at Tech Campus during its regularly scheduled time. Please check the MHS calendar and bell schedule for further information.

The bus times for Tech Campus will always remain the same despite MHS's bell Schedule.

AM Tech	Departure 7:50 am	Arrival 10:50 am
PM Tech	Departure 12:35 pm	Arrival 3:25 pm

Because of the time differences in the MHS and Tech Campus schedule there will be times when students will not be in a scheduled class at MHS.

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 three 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.

Harassment of Students Prohibited (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; 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, cyber, 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 engages in other verbal or physical conduct 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.

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 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 Principal, or Dean of Students for appropriate action.

Nondiscrimination Coordinator:
Anthony Kroll, Principal
1350 W. Hawley Street
Mundelein, IL 60060
847-949-2200

Complaint Managers
Anthony Crespo, Asst. Principal
Samantha Smigielski, Dean of Students
1350 W Hawley, Street
Mundelein, IL 60060
847-949-2200

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as by including it in the appropriate handbooks. Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

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 Assistant Principal, then the Principal, and 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.

Student Support

Student Support personnel at MHS provide a variety of services. The Deans of Students, guidance counselors, social workers, nurse, police liaison officer, and school psychologist are all available to assist students. Each of these people has specialized talents and is ready to assist the student in developing an understanding of his/her individual potential, making realistic educational decisions, planning for the future, 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 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 between the family and school. The social workers are available daily. Referrals for social work services should 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. **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 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 preparation, including essay writing workshops, financial aid discussions, returning student talks, standardized test preparation, scholarship discussions and more.

Health Services/Health Records

Physical Examinations (Board Policy 7.100)

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and 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 completed 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 or 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.
4. 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.
5. Explorations of reasonable accommodation will include consultation with the affected student's parents or guardian.
6. 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)

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.

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://www.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:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication.

Food Allergy Plan for students with a food allergy is available on the MHS website (<http://www.d120.org/academics/nurse/nurse.aspx>). This form is to be completed by the parent/guardian and physician and turned into 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://www.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. Any diabetic supplies needed by the student are to be provided by the student's family.

Homebound Education (Board Policy 6.150)

A student who is absent from school for an extended period of time or for ongoing intermittent absences, because of a medical condition, may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin as soon as eligibility is established. 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 before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, as well as for up to 3 months after the child's birth or a miscarriage.

Parents need to contact the student's school counselor and 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 (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.

Student Transcripts/Records (Board Policy 7.340)

Transcripts

Transcript information is protected by law and requires written permission for access 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

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 transcript 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 a student with a disability 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 staff.

The Superintendent shall be responsible for designating a records custodian who shall maintain student permanent records. The Superintendent or 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 parent/guardian, a designee of the parent/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 parent/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 parent/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 one 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 Photographs

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.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the

school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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:

- 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:

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

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

3. **Cafeteria Violation**: Students using the cafeteria are subject to the following guidelines:
- a) Students must appropriately carry and display their ID card going through the lunch line.
 - b) Every student at a table is responsible for the cleanliness of that table.
 - c) Materials to clean up accidental spills are available in the dish room.
 - d) Students will return their serving tray, containers, and trash to the disposal area and clean up their table as soon as they have finished eating.
 - e) Students will be excused from the cafeteria at the end of the lunch period.
 - f) Cafeteria violation may result in disciplinary action.
 - g) Students are not allowed to have any food from outside vendors in the cafeteria.
 - h) No food and/or drinks other than water are allowed in the academic corridors and classrooms unless approved by an administrator.
4. **Computer Misconduct/Tampering/Hacking/Viruses**: Distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations and interferes with the rights of other students or staff members is an unauthorized use of computers and a violation of the District's network/internet use policy. Students may receive consequences from the Dean's Office for violation of the Acceptable Use Policy.

5. **Display of Affection**: Students are expected to use good judgment and refrain from open displays of affection. Affection beyond 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 threatens to or actually disrupts the educational process or interferes with the liberty, property, or other rights of a school employee, student, or person on school premises or attending a school activity.
8. **Drugs, Synthetic Drugs, Controlled Substance, Alcohol, Tobacco & Electric Cigarettes (Board Policy 7.190)**: The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:
 - Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electric cigarette.
 - 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.
 - 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

- a) on behalf of any gang
- b) committing or conspiring to commit criminal offenses
- c) engaging in conduct that is contrary to the public good

- d) engaging in conduct that interferes with or disrupts the District's educational process or programs
- e) perpetuating the existence of any gang, or
- f) 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:
 - i. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gang tattoo (gang tattoos must be covered at all times at any school-related event) or other item which is evidence of membership or affiliation in any gang.
 - ii. Committing any act, or use of any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
 - iii. 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, electromagnetic 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.

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected

under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

- 3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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, Asst. Principal
Name
1350 W. Hawley Street, Mundelein, IL 60060
Address
acrespo@d120.org
Email
847-949-2200

Samantha Smigielski, Dean of Students

Name
1350 W. Hawley Street, Mundelein, IL 60060
Address
ssmigielski@d120.org
g Email
847-949-2200

Telephone

Telephone

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 homemade 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.

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

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

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

While parking on campus the following rules apply:

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

A temporary permit may be issued to juniors and seniors in an emergency situation. Contact the Security Office for a temporary permit.

Permits are not transferable.

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

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

Student Fund-Raising Activities (Board Policy 7.325)

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
 - c. 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, tables, and other hand-held devices).

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

- 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

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause:

- (1) 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 may include (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)/guardians(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)/guardian(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 or hearing officer and may be represented by counsel. Whenever there is evidence 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.

5. 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 handout 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 age 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, or unexcused. Absences from class will impact learning and may affect a student's performance and final grade.

Attendance and Truancy (Board Policy 7.70)

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 Attendance 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 may 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 Holiday
3. Death in the Family
4. Valid Doctor/Dentist or Court Appointment. A student must present 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 that 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.

A tardy is defined as a student arriving late to class. 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 disciplinary action. The student may not receive credit for the periods missed.
4. Juniors and Seniors with privileges may only leave the building during their privilege period or their lunch. At any other time, they must sign out at the Attendance Office.
5. Freshman and Sophomores leaving for lunch with permission need to have a parent/guardian come into the Attendance Office to sign them out.
6. If a student has been called out by a parent they may not remain on school property.

Truancy/Unexcused Absences

Tests or assignments on a day of truancy (unexcused absence) may receive no credit. Students who are truant the day before a test or assignment may be required to take the test or turn in the assignment the day they return. Parents should contact the Attendance Office regarding further details of such absences. Student attendance can be viewed online with 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 teachers 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) three 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 Advanced Absence procedures have been established.

1. All provided assignments must be completed upon return to school unless otherwise arranged with the teacher.

2. Students who do not comply with the Advanced Absence policy may be denied make-up privileges and credit.
3. Exceptions to the policy, for emergencies only, need to be pre-approved by building administrator.

For more information, 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 activity (i.e. athletic, theatre, band, dance, etc.) 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 may not be 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 Cross Country
Football
Boys Golf
Boys Soccer

Girls Cross Country
Girls Golf
Girls Swimming/Diving
Girls Tennis
Girls Volleyball

Cheerleading (Sideline)
Dance (Sideline)

WINTER SPORTS

Boys Basketball
Boys Swimming/Diving
Wrestling

Girls Basketball
Girls Gymnastics

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

SPRING SPORTS

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

Girls Lacrosse
Girls Soccer
Softball
Girls Track
Girls Water Polo

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

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

Clubs and Activities

The purpose of the extracurricular activities program shall be to provide opportunities to students for service, 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.

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 and/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 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.