



Mundelein Elementary School District 75
Student/Parent Handbook
District Office
470 North Lake Street
Mundelein, Illinois 60060-1825



Lincoln Early Childhood Center
200 West Maple Avenue
Mundelein, Illinois 60060-1785



Washington Elementary School
122 South Garfield Avenue
Mundelein, Illinois 60060-2769



Mechanics Grove Elementary School
1200 North Midlothian Road
Mundelein, Illinois 60060-1146



Carl Sandburg Middle School
855 West Hawley Street
Mundelein, Illinois 60060-1615

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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As a student-athlete, I will display high standards of behavior, good sportsmanship, and respect for others. This includes following all CSMS Behavior expectations found on the CSMS website, set forth by coaches, and in board policies 6:190, 7:190, 7:240, 7:300, & 7:305.	94
I understand that if I have 2 D's or 1 F in my subject's I will be ineligible to play or practice for one week from Monday-Sunday. I further understand that if I have less than a C average or under 70% in my Practice grade my coach has the right to hold me out of games until the grade is raised.....	94
I understand that attendance at school is necessary for my success, and I must be in attendance at least half of the "school" day in order to be eligible to participate in practice, games, or team events.....	95
I understand that the state of Illinois requires the school to provide concussion information and affirm that I have received this information. If an athlete is suspected of having a concussion, they will be removed from competition or practice and will be unable to return until cleared by a medical doctor and approved by the school concussion team led by the school nurse. No coach or administrator may approve a student's return to learn or return to play status.....	95
I understand that I am an athlete and I am required to dress and participate in all Physical Education classes I attend. Failure to dress or participate in Physical Education will result in my inability to compete in games, practices, meets or team activities on that day.....	95
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This Mundelein Elementary School District 75 Handbook contains mandatory and supplementary notices that school districts in Illinois must provide to their students and the students’ parents or guardians. Parents or guardians with limited English proficiency who need assistance in understanding notices or communication with District staff members may contact their student’s teacher directly to notify them of the need for assistance. Parents or guardians may also contact the Grants Management and Programs Office for more information or assistance at 847-949-2700.

El Manual para del Distrito 75 contiene avisos obligatorios y suplementarios que los distritos escolares de Illinois deben proporcionar a sus estudiantes y sus padres o tutores. Los padres o tutores con habilidades limitadas en el idioma inglés que necesitan ayuda para entender los avisos o comunicados con los miembros del personal del Distrito pueden comunicarse directamente con el maestro de su estudiante para informarle que necesitan ayuda. Los padres o tutores también pueden comunicarse con la oficina de “Grants Management and Programs” para más información o avuda al 847-949-2700.

BOARD OF EDUCATION

Elected Members

Board Position	Member Name
President	Kevin Holly
Vice President	Lisa St. Clair
Board Secretary	Kristie Fingerhut
Board Member	Robert DuPont
Board Member	Kurt Erickson
Board Member	Wells Frice
Board Member	Freddy Gallegos

Duties

See Board Policy 2:20.

The Board of Education is given legal authority as well as responsibility by the laws of the State of Illinois. Their primary function is to establish policy under which the schools will operate. The policies provide direction for decisions to be made in the areas of overall administration, personnel, students, educational programs, community relations, and the financial operation of the district.

Election

See Board Policy 2:30.

See Board Policy 2:40.

The seven Board of Education members are elected by a district-wide vote in April in odd-numbered years. Members serve on staggered terms for either a two-year or four-year term. The elected Board positions require hundreds of hours of service yearly for which members receive no compensation. Mundelein Elementary School District 75 has been fortunate to have Boards of dedicated, caring citizens.

Ethics and Gift Ban

See Board Policy 2:105.

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with any Board member or employee shall intentionally solicit or accept any “gift” from any “prohibited source,” as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

Food or refreshments cannot exceed \$75 per person in value on a single calendar day.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria

for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Membership

See Board Policy 2:110.

The Board of Education is made up of seven members. The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

Board Member Development

See Board Policy 2:120.

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development.

Meetings

See Board Policy 2:200

See Board Policy 2:220

The Board of Education holds its meetings generally on the first and third Mondays of each month at 7:00 p.m. Please check the Board Agenda on the district website for the location. The specific dates for this year are listed below. Citizens are encouraged to attend and participate. Notices of special meetings are published well in advance of the meeting time. Informal meetings are held periodically throughout the year at which time citizens, teachers and school administrators meet with the Board to discuss the Mundelein Elementary School District 75 educational program and areas of mutual concern.

Information concerning these meeting times, places, and agendas is posted on the District website, www.district75.org and on the front door of the schools and district office by 4:00 p.m. on the Friday preceding the Board meeting.

Board Meeting Dates

Meetings begin at 7:00 PM on Tuesday nights, unless otherwise noted below. Please visit www.district75.org for meeting locations.

2019 - 2020

May 19, 2020
June 16, 2020
July 14, 2020

2020 - 2021

August 18, 2020
September 22, 2020
October 20, 2020
November 17, 2020
December 15, 2020
January 19, 2021
February 23, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021
July 13, 2021

Public Participation at Board of Education Meetings

See Board Policy 2:230.

Access to District Public Records

See Board Policy 2:250.

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA).

Uniform Grievance Procedure

See Board Policy 2:260.

Budget

See Board Policy 4:10.

The Board of Education's goal is to adopt a budget prior to the beginning of the fiscal year; however, the School District Budget Form 50-36 is mandated to be submitted electronically to ISBE within 30 days of adoption and no later than October 31, annually.

Mission Statements

Mundelein Elementary School District 75

Mission Statement: Building Bright Futures Together: Committed to the success of every student.

Lincoln Early Childhood Center

Mission Statement: Building a community for our youngest learners.

Washington School

Mission Statement: The Washington School family is committed to success for all learners:

- Ensure high achievement and growth
- Build a respectful, responsible, and safe environment

Motto: Bright Futures Begin Here

Mechanics Grove School

Mission Statement: **Inspiring kind leaders; preparing for bright futures**

Our school vision is:

Lead the PACK

P=Be Proactive

A=Achieve your Goals

C=Act with Courage

K=Choose Kindness

Carl Sandburg Middle School

Mission Statement: Committed to Success, prepared for a future of possibilities. Sandburg students and staff demonstrate the CSMS Mission by living the Tiger CODE:

Creating	Community
Taking	Ownership
Engaging in	Discovery
Using Effective	Effort

Policies

The policies of the Mundelein Elementary School District #75 Board of Education protect the rights of all students, in compliance with state and federal laws. The policies are available for inspection in the district office and on the district website at www.district75.org. No statement within this handbook is intended to supersede Board of Education policy. (105 ILCS 5/10-20.5)

Compliance Statement

Mundelein Elementary School District 75 complies with all applicable federal laws and regulations prohibiting discrimination and with legal and applicable requirements and regulations of the U.S. Department of Education. It is the policy of Mundelein Elementary School District 75 that no person on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy should be discriminated against, excluded from participation in, denied benefits of or otherwise be subjected to unlawful discrimination in any program or activity which receives financial assistance from the U.S. Department

of Education. The compliance officer for Mundelein Elementary School District 75 is the Superintendent.

OPERATIONAL SERVICES

Student Fees

2020-2021 School Year Student Fees

GRADE	FY21 EARLY BIRD FEE Fully Registered before May 1, 2020	FY21 BASIC FEE Fully Registered after May 1, 2020
Early Childhood through 4 th Grade	\$ 92.00	\$ 117.00
5 th Grade	\$143.00	\$ 168.00
6 th Grade through 7 th Grade	\$195.00	\$ 220.00
8 th Grade	\$210.00	\$ 235.00

Students who are fully registered by May 1, 2020 will receive an early bird discount of \$25 per child off the registration fees. Registration fees are not due until August 1, 2020. Feel free to register now and pay later. Or, pay now if it is more convenient. Fee Waiver applications will be available after July 15, 2020 and must be returned to the Business Office by August 30, 2020 to be considered for a registration fee waiver or reduction. Payment plans are available and must be applied for in the Business Office. You may pay for fees online anytime at district75.revtrak.net.

Any student who transfers into the District during the school year will pay the full amount for mandatory or optional fees through March 1st of the school year. After March 1st of the school year, the superintendent or their designee will determine the amount of mandatory fees due based on a prorated amount. Optional fees will be paid in full no matter the date of transfer into the District.

Fees, properly considered school fees, based on Illinois School Code (23 Ill. Adm. Code 1.245), include, but are not limited to, the following:

- A. All charges for required textbooks and instructional materials. Please be aware of the fact that the textbook fee is a rental fee and that students and/or parents are financially responsible for lost or damaged books.
- B. All charges and deposits collected by a school for use of school property (e.g. locks, towels, laboratory equipment).
- C. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g. annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).

- D. Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- E. Charges for supplies required for a particular class (e.g. consumable workbooks, shop or home economics materials, laboratory or art supplies).
- F. Graduation fees (e.g. caps, gowns).
- G. School records fees.
- H. School health services fees.

Please note that registration, course fees, and past due balances must be paid BEFORE athletic, intramural, and other fee payments will be accepted.

2020-2021 Other Fees

DESCRIPTION	FEE
Tier 1	\$132.00
Intramural	\$25.00
Transportation	\$244.00

Tier 1 Activities Fees

Tier 1 Activities include: the interscholastic sports of basketball, cheerleading, cross country, pom poms, soccer, track, volleyball, and wrestling. Additionally, they include band, musical, and robotics. Tier I activities and cost \$132 for participating students. The first Tier 1 activity a child participates in will be free. Parents signing up for band during registration will see this \$132 discount immediately when they pay the registration fees. There is a \$375 maximum fee per student for Tier I Activities.

Intramural Sports Fees

The cost for participating in middle school intramural badminton, basketball, flag football, and volleyball will is \$25; however, the first intramural sport a student participates in will be free just like the first Tier I activity.

Transportation Fees

See Board Policy 4:110.

Busing children who do not qualify for free transportation is \$122 for a full-year of bus rides in the morning or afternoon (\$244 for both ways). This option will be provided as space is available and only to or from addresses that are at least 1.2 miles from the school and within District 75 boundaries. This fee will be due in-full when the child is approved for busing.

Lost School Materials

Students will pay for loss of school books or other school-owned materials.

Refunds

Refunds of mandatory or optional fees will be refunded within thirty (30) calendar days. Refunds can take up to six weeks to process.

Insufficient Fund Checks and Debt Recovery

See Board Policy 4:45.

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Student Accident Insurance

See Board Policy 4:100.

The District's Student Accident Policy covers all students. The policy covers your child during school hours and during school-sponsored events such as athletics and clubs. It does not cover your child outside of school hours, nights, weekends, etc. Parents may choose to purchase optional 24-hour coverage at their own expense.

In the case of an unavoidable accident, the parent's medical insurance is considered primary and will pay any medical claims first; the District's policy will pick up any deductibles or out of pocket expenses that the parents incur outside of their insurance policy. Claim forms are available at your school.

Students enrolled in the school instrumental program who leave their privately owned instruments on school premises or in the hands of an authorized school employee do so at their own risk. However, they may carry all-risk insurance against any loss for a small premium cost. Parents should contact their school principal or instrumental music director for more specific information for insurance coverage.

Food Service Program

See Board Policy 4:120.

Mundelein Elementary School District 75 provides food service at all attendance centers. The Breakfast and Hot Lunch programs are provided as a service to all students in full day programs and follow the National School Lunch Program guidelines. Parents may elect to purchase Breakfast and/or Hot Lunches in advance by either sending a check to your child's attendance center in an envelope marked with your student's name and teacher or pay by credit card at district75.revtrak.net.

Students are not allowed to purchase lunch without sufficient funds to cover the cost. If this is the case then the parent/guardian will be called to bring lunch and/or funds to the school. If this issue continues the parents/guardians will be contacted and need to meet with the building principal to discuss this issue.

Please see the section under “School Fees” regarding insufficient funds to cover checks (“bounced” checks) and the district’s procedures once this occurs.

Questions concerning the Food Service should be directed to the on-site manager from Chartwells (district’s contracted food service vendor), (847) 970-3795. Questions concerning payment of fees, insufficient funds or information on Free or Reduced meals should be directed to the Business Office (847) 949-2700.

Free and Reduced-Price Food Services

See Board Policy 4:130.

Beginning Thirty (30) days before the start of school, parents may apply for free or reduced lunch by contacting the Registrar at the District Office. A student’s eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. All applications may be subject to Federal or State audit. Applicants with valid TANF or MEDICAID cards are immediately accepted.

Waiver of Student Fees

See Board Policy 4:140.

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for 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. The Board does not waive fees for band, chorus, intramural or interscholastic sports, clubs, and other voluntary activities. Scholarships may be available. Inquiries about scholarships should be directed to the principal.

Fees for textbooks, technology, fifth grade Camp Duncan eighth grade promotion gowns, one uniform shirt for seventh and eighth grade physical education class, and for all K-8 curriculum-related field trips that occur during school hours are waived for students who meet the eligibility criteria for a fee waiver. 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 will give additional consideration where one or more of the following factors are present:

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

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.

Questions regarding the fee waiver request process should be addressed to the Business Office at 470 N. Lake St., Mundelein, IL 60060 or at (847) 949-2700 (105 ILCS 5/10-20.13 and 5/10-22.25; 23 Ill. Admin. Code § 1.245).

Environmental Quality of Buildings and Grounds

See Board Policy 4:160.

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds.

Pesticide Application Procedures

See Board Policy 4:160

Mundelein Elementary School District 75 does not regularly apply pesticides to school grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

In the event pesticides will be used, notice will be posted at the school(s) and on the district website two business days prior to the application of any pesticide. Using the district alert system, notification to all parents/guardians of students and staff will be provided at least four business days prior to pesticide application. The notice will state no activities will be scheduled on school grounds for twenty-four hours after the application of any treatment, the date of application of the pesticide, and the name and telephone contact number for the school personnel responsible for the pesticide application. No pesticides are used in school buildings. Parents/guardians of students and employees can register with the District Office to receive written notification prior to the application of pesticides to grounds or property.

School Safety

See Board Policy 4:170.

Moveable Soccer Goal Safety Act

See Board Policy 4:170.

The Superintendent or designee shall implement the Moveable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health, Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.

Every Student Succeeds Act (ESSA)

See Board Procedure 4:170-AP5.

Every Student Succeeds Act (ESSA) was signed by President Obama on Dec. 10, 2015. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's education law and longstanding commitment to equal opportunity for all students. The

new law builds on key areas of progress in recent years and ongoing efforts to improve educational opportunities for all students in Illinois. ISBE staff continue to review the nuances of the 1,000-page law and will engage in deliberate stakeholder involvement throughout this process.

Asbestos Management Plan Notice

The District is committed to safely and effectively managing asbestos in its schools. In accordance with the regulations established by the Illinois Department of Public Health (IDPH), the District ensures that ongoing building surveys (including six-month surveillances and three-year re-inspections) are performed to identify and safely manage previously-installed asbestos-containing products. In addition, all building renovations are reviewed in advance by the District's Designated Person to ensure that asbestos-containing materials will not be disturbed without proper safeguards. Work that requires removal or repair of asbestos-containing material is restricted to trained and qualified persons only. The District's asbestos management records are located in the District Office. Individuals who wish to review the records or discuss asbestos-related concerns may contact the Business Office at (847) 949-2700.

This district will provide the necessary containment facilities and protection equipment needed to accomplish asbestos abatement projects in a manner which does not result in a potential health hazard. Asbestos abatement projects include, but are not limited to the removal, clean-up and disposal of any asbestos waste materials. All asbestos abatement projects will be completed by Illinois Department of Health licensed workers in accordance with the applicable AHERA/IDPH regulations. Parents and staff members will receive written notice at least 24 hours in advance of any asbestos projects. Notice is also posted on the front door of any district building where asbestos work is in progress.

Emergency School Closing

See Board Policy 4:170.

Mundelein Elementary School District 75 uses an instant notification system. This system is used in the event of emergency school closings and/or other crisis situations. Automated calls may be made to the student's home telephone number as well as other numbers designated during registration. The system is also able to send email to a designated email address. Therefore, it is imperative that all information in a student's file is current. Parents are responsible for reporting a change in phone number and/or email address to the school.

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.

At no time will students be sent home early because of inclement weather, without parents being notified.

Generally, decisions concerning school closings will be made by 6:00 a.m. and announced on the Chicago radio and TV stations, the district website (www.district75.org) and an automated emergency alert service.

The schools should not be called to verify closing because staff members may not be available to answer your calls in extreme weather situations.

Parents are encouraged to become familiar with daily weather forecasts and to send children to school ready for weather conditions. Students are allowed the protection and cover of the buildings during severe weather.

Convicted Child Sex Offender; Criminal Background Check and/or Screen

See Board Policy 4:175.

Illinois law generally prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present (720 ILCS 5/11-9.3). Principals regularly monitor information on sex offenders on the Lake County Sheriff's office public website: www.co.lake.il.us/sheriff. Parents who are convicted sex offenders are restricted from attending school activities and picking up or dropping off their students from school.

All parent volunteers are screened.

Required Notification of Sex Offender Registry

Pursuant to Public Act 94-994, the District is notifying parents that they may access information regarding registered sex offenders at the Illinois Sex Offender Registry at <http://www.isp.state.il.us/sor/>.

PERSONNEL

Certification

See Board Policy 5:190.

All teachers are required to be licensed under State law. The Superintendent or designee shall:

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

Abused and Neglected Child Reporting

See Board Policy 5:90.

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. All District employees working with students participate in training that specifically reviews the reporting requirements of the Abused and Neglected Child Reporting Act.

INSTRUCTION

School Accountability

See Board Policy 6:15.

School Wellness

See Board Policy 6:50.

Health

An R.N./IL Certified School Nurse and Registered Nurses are employed by Mundelein Elementary School District 75. Health personnel make no diagnosis but will recommend that children see a family doctor when illness arises. First aid will be administered in the school in case of an accident. It is most important to have up-to-date information on the registration sheet so that there is no delay in contacting parents or obtaining medical help. Please keep the nurse updated on any medical condition your child may have. Please notify the nurse of any medications your child takes at home. Both are necessary information should an emergency occur at school.

Accident and Illness

In case of an accident at school, first aid will be administered. The parent or persons designated by the parent will be contacted to come for the child, if necessary because of an accident or illness. If parent or emergency contact cannot be reached and medical attention appears urgent, an ambulance will be summoned to take the child to the hospital for care.

Safety Plans

Students who need crutches or wheelchairs, due to an injury, should have a doctor's note upon return to school. Parents are asked to contact the school nurse before the child's return, for a "safety plan", which will help assure the student's ability to move about the building safely. Parents of students who have any type of continuous intravenous medication are asked to see the school nurse for a "safety plan", before the student returns to school.

Children's Illnesses

Parents feel many anxieties when a child is sick. First is the concern over the illness. What is it? What causes it? What is the treatment? After these questions have been answered and recovery is well on the way, the next concern is school.

It is difficult for a parent to know when a child is fully recovered and may return to daily routine. Frequently, a parent is deceived into thinking a child may return to normal activity in absence of a

temperature. A child who returns to school too soon after an illness is unable to function up to normal capacity. He may also become ill in school, or become infected with the many illnesses that are present in schools. For these reasons it is for the protection of the child that he be allowed to remain at home for an additional day in order to allow all the body resistance to rebuild itself.

As an aid to parents in the evaluation of the child's health before going to school, the following should be considered. Parents should keep children home and call the family physician when he shows any of these symptoms:

1. fever of 99.6 or above
2. nausea or vomiting
3. skin rash or sores
4. inflamed or swollen eyes
5. red or swollen joint
6. diarrhea
7. flushed face
8. unusual pallor
9. coughing
10. sore throat
11. headache

Keep your child home twenty-four hours after an elevated temperature has returned to normal. Children being treated with an antibiotic for strep throat, pink-eye or other contagious diseases should be on medication 24 hours before returning to school. Children should be kept home until they are free of vomiting and/or diarrhea for twenty-four hours.

Communicable Diseases

These procedures are in accordance with the Rules and Regulations for the Control of Communicable Diseases issued by the Illinois Department of Public Health 1990:

1. Notify your school office immediately when your child has a communicable disease as it is important to establish the date of onset.
2. Chickenpox requires exclusion from the school, but not a release from a doctor to return. A student with chickenpox is excluded for not less than 5 days after the appearance of rash. All blisters must have scabs before returning to school.
3. Pediculosis (head lice) requires exclusion from school until treated. The student must be free of nits before returning to school. A parent or guardian must accompany the student to be inspected by the school nurse before returning to the classroom.
4. Diseases which require exclusions for 24 hours after treatment begins are: Impetigo, pink eye, trench mouth, ringworm, scabies, scarlet fever and other streptococcal infections. A written doctor's note is necessary to state that a disease is not one of the above but the appearance indicates that it could be one of these infections.
5. An immunizable communicable disease requires exclusions from the school should they occur: (diphtheria, pertussis (whooping cough), polio, measles, rubella and mumps). The Public Health Department must be notified should one of these diseases occur and DPH

guidelines will be followed regarding length of school exclusion. Since positive diagnosis is important, a physician's release is often needed to rule out communicable disease and/or to establish onset.

A student should be free of an elevated temperature 24 hours before returning to school. Parents may be informed by letter when exposure to a contagious illness is known. They can help curtail the possibilities of such epidemics by daily inspection of their own children. Keep the school informed as to any contagious disease your child may have.

In the Event of a Serious Flu Epidemic

Precautions We Are Taking at School:

- Monitoring students as they arrive at school. Sick children will be sent home.
- Monitoring absences and following up on flu-like symptoms
- Keeping parents informed about H1N1 and the status of flu in Mundelein Elementary School District 75
- Extra cleaning precautions in restrooms, nurse's offices, door handles, etc.
- Reviewing good hygiene procedures with students such as hand washing, coughing, etc.

Parents should prepare for the possibility of school closing because of illness on the advice of public health officials. Because a pandemic flu is easily spread from person-to-person, it is unsafe for large groups of people to gather and children may be asked to stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.

Please be aware that:

- School closings could happen without warning (like snow days) and may last seven days or longer. Parents should have an emergency plan in place.
- If school is closed, we will cancel all school activities, Rec Connection and facility rentals.
- We encourage parents and students to avoid congregating outside of school, if school is closed.
- During the time school is closed, children and adults should stay away from other people and groups as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Recommendations may change during the course of a flu pandemic. We will use our emergency notification systems, our website and the media as necessary to keep you informed about school.

If your child becomes sick with flu-like symptoms, please keep your child at home and call the school office to report your child's illness. The Health Department has requested that we track absences and illness symptoms. Please provide the following information: your child's temperature and symptoms such as cough, sore throat, runny nose, body aches, fatigue, vomiting, etc. Contact your health care provider if your child's symptoms are consistent with influenza:

- Fever

- Nasal congestion
- Sore Throat
- Cough

If a family member is ill, students should stay home for five days from the day the illness develops.

If your child becomes ill and experiences any of the following warning signs, seek emergency medical care:

- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Not waking up or interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough
- Fever with rash

In adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting

Please teach your child how to protect their health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. Cover your nose and mouth with your sleeve if you do not have a tissue.
- Teach your children to wash hands often with soap and water for 20 seconds. Sing the “Happy Birthday Song” while washing. This is just about the right amount of time for scrubbing. Be sure to set a good example by doing this yourself. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose and mouth.
- Try to avoid close contact with sick people.
- If you become sick, stay home from school and avoid other people until you are feeling better.
- If a family member has flu symptoms, please keep your child at home to prevent the spread of illness to other families.

If you have questions about symptoms or illness, please call your healthcare provider. Please call your school office to report an illness, even if school is closed. Schools make regular health reports to the Lake County Department of Public Health.

You can get more information from the following websites: www.cdc.gov; www.idph.state.il.us/; www.lakecountyil.gov. This emergency information was provided by the Illinois Department of Public Health.

Health. You may also call the Lake County Communicable Disease Hotline at 847-377-8350 or the main number at 847-377-8000.

We will post updates as we receive them from the Illinois Department of Public Health at www.district75.org.

Human Growth and Development

In the 4th and 5th grades, teachers will present “Human Growth and Development” using materials, visual aids and discussion. The material and visual aids will be available for parent preview at a predetermined time. If you are interested in previewing these materials but are unable to do so during the scheduled time, please contact the office at your child’s school.

Sixth, seventh and eighth grade students will study Human Growth and Development units in their physical education class. Sixth, seventh and eighth grade materials are available for preview during parent/teacher conferences.

Any parents wishing to have their child excused from any part of this unit may do so by sending a written request to their child's teacher. Each school will send home a letter explaining the contents of the unit of study before instruction begins.

Medication Policy and Procedure for All Schools

The responsibility for administering medication rests with the parents. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the following procedures must be followed.

Prescription Medications

1. Written orders are to be provided to the school from the physician detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the desired benefits of the medication, the possible side effects and a telephone number where the physician can be reached.
2. The parent or guardian must provide a written request to the school which authorizes the administration of the prescribed medication at school. The parent's written request must include the name of the student, the name of the medication the dose, and the time interval to be given.
3. It is the parents' responsibility to see that medication is brought to the school in a container accurately labeled by the pharmacy or physician and given to the nurse.
4. A field trip medication form must be filled out at the time prescription medication is initiated. This form details how the medication is to be taken when the child is on a field trip.
5. Parents of children with Emergency Injectable Medications are requested to accompany their children on all field trips.
6. The medication order must be renewed at the beginning of each school year.
7. If medication dosage is changed, the nurse must be notified in writing by the parent and the physician. The prescription bottle must also be updated.

8. Middle School Students are permitted to carry metered dose inhalers with them for emergency use for respiratory distress, provided all request forms are on file at the Health Office. All other conditions as stated above must also be met.

Asthma Medications

As per public act 92-0402 of the school code, students with asthma may have immediate access to asthma medications. Children, therefore, may carry and self-administer prescribed asthma medications provided all above documentation is presented to the Health Office. Children must understand the need for the medication and the necessity to report to school personnel any unusual side effects. He/she must be capable of using the medication independently. The parent and the physician must sign they know the student is capable of effective self-administration. A back up inhaler should be kept at the Health Office. 105 ILCS 5/10-20.14b, 10-22.21b, 22-30

Epipens (Epinephrine Auto-Injector)

Students at risk of anaphylaxis may carry and self-administer an epinephrine auto-injector (Epipen). The student must understand the need for the medication and be capable of using this medication independently. Illinois law requires the school district to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of epinephrine auto-injector. (105 ILCS 5/22-30)

Herbal Remedies

All Herbal Remedies must follow all prescription medication guidelines. It shall be the responsibility of the parents to instruct their child not to give their medication to other children. Unauthorized medication in the school will be confiscated and may be reclaimed by the parents. Any medication that a student requires during school hours should be provided by the parent and given to the school nurse with the above documents. School Mundelein Elementary School District 75 retains the discretion to reject requests for the administration of medication.

Over the Counter Medication (O.T.C.)

All procedures are the same as Prescription Medication with the following exceptions:

1. No O.T.C. medication shall be taken along on field trip unless specifically requested by the parent, therefore, no field trip medication form is needed.
2. O.T.C. medication shall be brought in with the manufacturer's original label and the child's name affixed the container.

School Procedures

1. A locked drawer, box, or cabinet will be provided for the storage of medication.
2. A basic record keeping or documentation process is required in any medication administration. This should include a method to indicate what medication was given, to whom it was given, when it was given (date & time), and who administered the medication. In addition, the documentation should include the date of initiation of drug therapy in school, absenteeism, if and when a medication is not administered and why, and the drug

discontinuance date. This information should be placed in the student's health file at the end of each school year.

3. The Registered Nurse shall administer medication: other personnel will assist in such administration when necessary.

It shall be the responsibility of the parents to instruct their child not to give their medication to other children. Unauthorized medication in the school will be confiscated and may be reclaimed by the parents. Any medication that a student requires during school hours should be provided by the parent and given to the school nurse with the above documents. School Mundelein Elementary School District 75 retains the discretion to reject requests for the administration of medication.

New Students

A first time entry to an Illinois school from another state or country, irrespective of grade, must show proof of health, dental, and vision examination. Immunizations must meet the Illinois Department of Public Health Rules and Regulations. Proof of immunizations must be presented by October 15th. New students with incomplete health records registering in the fall or during the school term must have this form completed within one month after registration. A T.B. test is recommended only for children in high risk groups, recent immigrants from high prevalence countries, or those exposed to adults in high-risk categories. A dental examination is required for Kindergarten, 2nd and 6th grades - for all other grades a dental examination is recommended.

Parent or legal Guardian of the student may object to health examinations, immunizations, vision and hearing screening tests, and dental health examinations for their children on religious grounds. If objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. General philosophical or moral reluctance to physical examinations will not provide sufficient basis for an exception to statutory requirements. The parent or legal guardian must be informed by procedures per Illinois Department of Public Health Rules and Regulations for the Control of Communicable Diseases (Chapter 111 1/2, paragraph 22, Illinois Revised Statutes, 1977) at the time such objection is presented. (20 U.S.C. § 1232h)

Additional information concerning low cost physical examinations can be obtained from your building office.

Special Education and at Risk Services

See Board Policy 6:110.

See Board Policy 6:120.

Mundelein Elementary School District 75 is committed to meeting the educational needs of all students. The district has many at-risk and special education services available to students including: parent-teacher conference, counseling services by social workers and/or guidance counselors, psychological testing, truants' alternative and optional education program, alternative school placement, community agency services, alternative learning opportunities program, (in conformity with the Alternative Learning Opportunities Law), speech/language therapy, special education

classes/support, psychological services, occupational therapy, physical therapy, remedial reading and math, at-risk preschool program, nursing services and 504 accommodations/services.

All children with disabilities have the right to a free appropriate public education. Special Services provides assistance with the identification, assessment and placement of children (105 ILCS 5/14-6.01)

All screenings, evaluations, and services listed below are provided at no cost to the parent. If you would like any further information regarding special services in Mundelein Elementary School District 75, please contact Jamie DiCarlo, Assistant Superintendent of Student Services at (847) 949-2700.

Developmental Screenings

Developmental Screenings for children ages 0-35 months are available through the Lake County Health Department. Screenings for children ages 36 months to 5 years are held quarterly at Lincoln Early Childhood Center located at 200 W Maple Ave. in Mundelein. Appointments can be made by calling Laura Cramer at (847) 949-2700. Screenings are also available in Spanish.

All incoming kindergarten students are screened in the spring at Washington School. Information regarding the dates of these screenings is provided to parents at the kindergarten registration meeting in February.

Jumpstart

As a result of preschool screening, children ages 3-5 may qualify for the district's at-risk preschool program, "JumpStart." This program meets for half-day sessions five days per week (M-F) at Lincoln Early Childhood Center. Transportation is provided within District #75 boundaries. The program is a language-based preschool program designed to help strengthen students' pre-academic and social skills prior to kindergarten. Parent education activities are also provided. JumpStart classes are available in both English and Spanish/English. Some students screened by the JumpStart team may be referred to the District's Early Childhood Evaluation Team for further evaluation.

Response to Intervention (RTI) Service Delivery Model

In order to provide the most effective education for all students, we utilize a three-tier model called Response to Intervention (RTI) with varying levels of support. The RTI system incorporates increasing intensities of instruction to students in direct proportion to their individual needs. The majority of students needs are met through Tier 1 or general education. Students are identified for Tier 2 intervention services (including Title 1 services) based upon his/her most recent STAR360 or Aimsweb Standardized Assessment Scores or prior participation in Tier 2 intervention services. Parents are notified if their student requires Tier 2 intervention services. Students receiving Tier 2 intervention services are progress monitored every two weeks and their need for continued or increased Tier 2 intervention services is reviewed monthly by the school's Data Review Team (DRT). Students receiving the maximum level of Tier 2 intervention services, but continue to struggle are referred to the building Individual Problem Solving Team (IPS). Parents are invited and encouraged to participate in IPS meetings regarding their child. The Problem Solving Team (PST) analyses individual student needs in order to plan and evaluate intensive individual interventions.. The IPS may also recommend

the student for a case study evaluation to determine if the student qualifies for Special Education (Tier 3). The Response to Intervention Model is a legal mandate from IDEA 2004 and certain special education eligibility areas require the RTI process to be followed and documented before a student can be found eligible for special education services.

Case Study Evaluations

Parents may also request a case study evaluation for the student. This request must be put in writing and submitted to the building principal or the Director of Special Services. The team will then meet with the parents within 10 school days to discuss their reasons for wanting a case study and to determine whether or not to accept their request. Parent consent is required before testing can begin. Please note that the district has 60 school days to complete a case study.

Upon completion of a case study evaluation, a student may qualify for special education services. Students may qualify for services with one or more of the following eligibilities: Specific Learning Disability, Speech or Language Impairment, Autism, Developmental Delay, Emotional Disability, Intellectual Disability, Other Health Impairment, Hearing Impairment, Traumatic Brain Injury, Deaf/Blind, Blindness, Multiple Disabilities and Visual Impairment. Parent consent is required before the student can begin receiving special education services.

Individual Education Plan (IEP)

A full continuum of services is available to special education students including; consultation with the teacher, in-class support, pull-out sessions, special education classes through the district and special education schools in the Lake County area. An individual education plan (IEP) is developed annually for each special education student listing goals and services to meet the student's needs. Related services such as social work, speech, occupational therapy and nursing may also be included on a student's IEP. Students with IEPs are reevaluated every 3 years to assess progress and review eligibility.

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 Elementary School District 75 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 Mundelein Elementary School District 75 website. The form is to be completed by the parent/guardian and physician and turned into the nurse's office each year.

Section 504 Plan

504 accommodations/services are available for students who qualify for a plan. A student may qualify under Section 504 if the student is between the ages of 3 and 22 years of age and has a disability, which is defined as a physical or mental impairment that substantially limits one or more major life activities. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Some examples of impairments that may substantially limit major life activities, even with the help of medication, aids or devices are: attention

deficit hyperactivity disorder (ADHD), asthma, allergies, blindness or visual impairment, deafness or hearing impairment, diabetes, epilepsy, heart disease and mental illness.

Education of Homeless Children

See Board Policy 6:140.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140 and 7:50 governs the enrollment of homeless children. Please contact the District's Homeless Coordinator, Holly Colin at 847-949-2700 for more information.

Home and Hospital Instruction

See Board Policy 6:150.

English Language Learners

See Board Policy 6:160.

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

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

Parent Involvement

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

Transitional Bilingual Education Programs (TBE)

Transitional Bilingual Education Programs (TBE) are required when more than 20 students of the same language group are at an attendance center. District #75 offers full and part-time TBE programs for Spanish speaking students in grades K-8.

Full-Time TBE Program

Full-time TBE students may receive instruction in Spanish for literacy and content areas to the extent necessary. Kindergarten – 1st grade full-time students are placed in classrooms that gradually introduce more English instruction in these areas as the year progresses and as they are developmentally ready or in a transitional EL classroom. Full-time intermediate students in grades 3rd – 5th may be placed in Transitional EL classrooms. Full-time 6th – 8th grade students may be placed in content area classes with supplemental instruction in Spanish. Primary and elementary full-time TBE students are also integrated with English “partner classes” for special such as are, music, physical education and/or other classroom activities as deemed appropriate. All TBE students at the middle school level are integrated with their English peers for specials.

Part-Time TBE Program

Part-time TBE students are placed in mainstream classrooms and receive supplemental English literacy and content area instruction with native language support as necessary. They receive a minimum of 225 minutes per week (or 150 minutes per week for kindergartners) of support from an EL teacher. This support is provided either through a pull-out or push-in model.

Transitional Program of Instruction (TPI)

Transitional Program of Instruction Programs (TPI) are offered in Mundelein Elementary School District 75 for students of other language groups if there are less than 20 students of the same language group at an attendance center. Students in the elementary buildings who qualify for this program receive a minimum of 225 minutes per week (or 150 minutes per week for kindergarten) of content-based ESL instruction from an EL teacher. This support may be provided through pull-out or push-in model.

Two-Way Immersion (TWI)

Two-Way Immersion Programs integrate Native English speaking students with Native Spanish speaking students. Academic instruction is presented in both languages. Social and academic learning occurs in an environment that values the language and culture of all students and sets high standards to reach the goal of achieving academic success in both English and Spanish.

Classrooms are comprised of 50% Native English speakers and 50% Spanish speakers. This ratio enables students to be language models and second language learners. Students identified as English Learners (EL) in kindergarten will be placed in TWI, unless opted out through parent request. With Spanish being the home language will be automatically placed into TWI. Students not identified as an English Learner are placed through an application process.

Translation and Signing Services

Mundelein Elementary School District 75 wants every parent to have the opportunity to communicate with their child's school regarding important instructional and procedural aspects of their child's education. The District will provide written Spanish translation in the following areas: school and district forms, special services forms, supply lists, progress reports, discipline notices, health notices, parent handbooks with policies and procedures and other areas which help families with their child's education. Translation in other languages will be provided when possible upon request.

Mundelein Elementary School District 75 provides verbal Spanish translation services for parents during student registration, parent and teacher conferences for regular and special education, phone calls home and any other areas that help families communicate with the school regarding their child's education. Verbal translation services will also be provided at major school and district parent meetings that discuss the instructional program. The district also provides signing services for auditory-impaired parents as appropriate and upon request.

The Board of Education provides Spanish translation services and signing services at Board of Education meetings upon request. Requests for these services must be made to the Superintendent at least 5 days prior to the scheduled meeting. These services are automatically provided at any student discipline hearing with the Board of Education.

Project Challenge

Project Challenge at Mechanics Grove School is a program designed to provide opportunities to students who demonstrate a need for enrichment beyond the typical classroom instruction. Students talented in language arts and/or math are cluster-grouped for acceleration and enrichment that is timely, flexible, and embedded throughout the school day. Students are not identified formally until third grade. The criteria used to determine placement in the Project Challenge cluster groups include:

- Teacher recommendation based on a nomination form,
- Total reading and/or math scores in the 90th percentile on the STAR360,
- Student ability index (SAI) as determined by the Otis Lennon School Ability Test.

In middle school, in addition to the Language Arts and Social Studies cluster grouping at each grade level, there is an honors class. The honors class serves as a replacement language arts/social studies class for the highly gifted students. The goal of this program is to address skills and to utilize above grade level material. This class moves at a quicker pace than other language arts/social studies classes with Project Challenge clusters.

Math acceleration in middle school includes two levels of advanced math at each grade level. Identified students in grades 6 - 8 may take the next grade level math class. Students in 6th grade may also be identified for enrollment in the Big Ten Math Program. The Big Ten Math Program is a two-year commitment in which students will complete a study of the common core 6, 7, & 8 grade mathematics

standards by the end of his/her 7th grade year. Students in the Big Ten math program will take Algebra in his/her 8th grade school year.

Title I Programs

See Board Policy 6:170.

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. District 75 allocates these funds with the support of teachers, administrators, and parents.

Extracurricular and Co-Curricular Activities

See Board Policy 6:190.

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. Extracurricular activity refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs. Co-curricular activity refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit.

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

Library Media Centers

See Board Policy 6:230.

Washington Early Learning Center, Mechanics Grove School and Carl Sandburg Middle School have a Library Media Center. The Center offers varied services to students and teachers. The prime purpose of the Centers is to provide students with special assistance in developing needed skills, foster programs for individualized instruction, and encourage a learning atmosphere for research and inquiry. The Centers include a variety of self-motivating instructional devices and programmed materials with concentration on the use of audio-visual materials. The Centers will provide the student with a wide scope of learning opportunities. Each Center is supervised by a certified Librarian/Media Director who assists children with individual learning tasks.

Technology

Access to Electronic Networks

See Board Policy 6:235.

Technology resources may include but are not limited to: the network, internet services, wireless services, computers, personal digital assistants, digital cameras or video recorders, cell phones, student interactive response systems, web pages, intranets, search tools, software and other similar devices, software or services. Access to these technology resources is a privilege, not a right.

The Board of Education has a duty to insure that the manner in which the technology resources are used does not conflict with the basic educational mission of the District. Use of the District's technology resources may be restricted in light of the maturity level of the students involved and the special characteristics of the school environment. Therefore, the District shall not permit the use of technology resources which:

- a) disrupts the proper and orderly operation of the district and discipline of the schools in the District;
- b) threatens the integrity or efficient operation of the District's computer network or technology resources;
- c) violates the rights of others;
- d) is socially inappropriate or inappropriate for a student's age or maturity level;
- e) is primarily intended as an immediate solicitation of funds;
- f) is illegal or for illegal purposes of any kind; or
- g) constitutes gross disobedience or misconduct.

The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

The Superintendent and Building administrators are authorized to implement this Policy and its Rules and Regulations, and to designate appropriate staff members to assist them in doing so. The Superintendent and Building administrators may also promulgate additional rules, regulations and other terms and conditions of technology resource use as may be necessary to ensure the safe, proper and efficient operation of the computer network, use of technology resources and the individual District schools.

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School 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. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All 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 (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

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

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

Learning Excursions/Field Trips

See Board Policy 6:240

Learning excursions are correlated with the educational program and are used to either introduce or culminate a unit. Learning excursions are considered to be an extension of the classroom. Learning excursions are part of our enrichment program and these trips make learning exciting and more concrete. Adequate preparation in the subject areas and definite objectives are made before each trip. Evaluation and review of the material seen on the learning excursion is made after the trip has been completed.

Safety rules are strictly enforced on these trips and children not conforming to the rules may be barred from participation in future trips.

Medications While on Learning Excursions

Parents/legal guardians of students who require routine or emergency medication are encouraged to accompany their student on learning excursions. If the parent/legal guardian is unable to accompany their student, they are asked to complete a "Medication Release Form for Learning Excursions", which is available from the School Nurse's office.

Homework Guidelines

See Board Policy 6:290

Why does Mundelein Elementary School District 75 give homework?

The purpose of homework is to extend student learning through a collaborative effort with the home. Homework reinforces the District's goals and objectives for learning. It also provides families with a framework of understanding for what the school is trying to accomplish and how a family can support the efforts of teachers.

What kind of homework will be given?

Homework comes in many forms and serves several purposes. Teachers are sensitive to the amount of homework that is given, the time involved, and the individual needs and interests of children. In general, the amount and complex nature of homework increases with the age and maturity of the child. Homework reinforces the district's curriculum and may include long-term projects, the practice of skills, unfinished school work, collaborative parent-student projects and assignments, preparation for tests, make-up work, and cooperative learning projects.

How can parents make a difference?

Success in school is directly related to family involvement in a young person's education. Parents can make a difference by encouraging their child to complete homework in a timely and conscientious manner and by providing a designated place to do homework equipped with some supplies to make the task easier.

Community Resource Persons and Volunteers

See Board Policy 6:250.

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall follow Board policy 4:175, Convicted Child Sex Offender; Screening; Notifications, to establish procedures for securing and screening resource persons and volunteers. A person who is a sex offender, as defined by the Sex Offender Registration Act, or a violent offender against youth, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, Abused and Neglected Child Reporting.

Grading, Promotion, and Retention

See Board Policy 6:280.

Grade and Progress Reports

Progress reports indicating the student's achievement are supplied three times each year, approximately every 12 weeks. The final report will be sent home with the children on the last day of school. Supplementary information about scholastic achievement may be provided at approximately the midpoint of the first evaluation period. This information is provided for students who have experienced a marked change in the type of school work being produced. Standardized test score information will be interpreted at the first conference.

Parents are encouraged to call the teacher at school and arrange for conferences about their child at any time during the year. Phone calls to teachers for discussion of a child's work are more satisfactory if made during the day when the teacher has access to the child's records. Parent conferences are held in October and February.

Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related

to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Student Evaluation Records

Every teacher shall maintain an evaluation record for each student assigned to the teacher. Assesses student achievement as demonstrated through such performance indicators as the following (these are not listed in order of importance and are not exclusive):

1. Preparation of assignments, including completeness, accuracy, legibility, and promptness.
2. Contribution to classroom discussions.
3. Demonstrated understanding of concepts.
4. Application of skills and knowledge to new situations.
5. Organization, presentation, and content of written and oral reports.
6. Originality and reasoning ability when working through problems.
7. Accomplishment in class presentations and projects.
8. Performance on tests, quizzes, and final examinations.

Grades are determined by a student's performance against standards or benchmarks. No modifications will be made or notations for special education services or English Learners. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Promotion and Retention of Students

1. Promotion is based on successful completion of the curriculum, attendance, performance based on, or other standardized or district testing.
2. Retention determination is based on an overall assessment of the following performance indicators:
 - Sporadic school attendance which is impeding progress

- Consideration of Individual Educational Plans (IEP's), limited English proficiency, and 504 plans
 - Below grade level progress on district language arts and math continuums and testing
 - Unsatisfactory progress on report cards in language arts and math
 - Minimal progress on student goals related to academic progress
 - Discrepancy in the ability and performance levels in language arts and math
3. Any student who is performing below ability level expectations in relation to the performance indicators will receive a mid-year report shared with parents at a conference. The report will specify:
 - The gaps in learning
 - A specific plan for remediation
 - A timeline for successful completion
 - Requirements for promotion
 4. Remediation efforts may include any one or a combination of the following:
 - Increased instructional time
 - Concentrated instructional time with specialists
 - Tutorial sessions offered by the district beyond the school day
 5. Concerted efforts will be made during the regular school year to provide all identified students with remedial instruction and/or tutoring.

Student Testing and Assessment Program

See Board Policy 6:340.

The District maintains a comprehensive testing program that includes both formative and summative assessments.

In the fall and possibly in the spring each year, students in grades 2-8 take the formative assessment, STAR360, a computer-based assessment of student progress in reading, language usage, and mathematics. Parents receive an individual student progress report which includes a graph showing their student's progress. The STAR360 assessment is aligned to the Common Core State Standards.

Students in grades K-1 take the AimsWeb Letter Name Fluency and Letter Sound Fluency to measure reading achievement and Adaptive Diagnostic Assessment of Math (ADAM) for math. First grade

students participating in Reading Recovery Programs are also monitored with the Reading Recovery Observation Report.

Students in grades 3-8 will be assessed with the Partnership for Assessment of Readiness for College and Career (PARCC) based on the Common Core State Standards. PARCC includes a required two-part four summative test with timely feedback to inform instruction and provide multiple measures of student achievement across the school year.

Summative Assessment Components

Performance Based Assessments will be administered in March. The English Language Arts/Literacy Performance Based Assessment will focus on writing effectively when analyzing text. The Mathematics Performance Based Assessment will focus on applying skills, concepts, and understandings to solve multi-step problems requiring abstract reasoning, precision, perseverance, and strategic use of tools.

End-of-Year Assessments

End-of-Year Assessments will be administered in May. The English Language Arts/Literacy End-of-Year Assessment will focus on reading comprehension. The Mathematics End-of-Year Assessment will call on students to demonstrate further conceptual understanding of the Major Content and Additional and Supporting Content of the grade/course (as outlined in the PARCC Model Content Frameworks), and demonstrate mathematical fluency, when applicable to the grade.

PARCC Alternative

As an alternative to PARCC for students with significant learning needs, the Dynamic Learning Map (DLM) Systems offers an instructionally relevant assessment that will help students demonstrate what they know and can do.

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.

General School Rules

1. There will be no gum chewing in the building during the school day.
2. There will be no running, loud talking, or pushing or shoving in the classroom or hallways at any time.
3. Defacing and destruction of school property or personal property is considered a serious offense and will be treated as such.
4. Throwing snowballs or any object on the school grounds will not be tolerated.
5. Smoking or possession of tobacco or drugs on the school grounds will not be tolerated, and possible suspension or expulsion may result in these actions.

6. Students are to stay away from automobiles and school bicycle racks. Students may not ride bicycles during lunch period. Only students in grades 3-8 may ride their bicycles to school.
7. Posters, signs, or other materials may be placed on bulletin boards or on school walls with the permission of the principal.
8. The school is not responsible for lost or stolen articles. Students should not bring valuables or excessive amounts of money to school.

Care of School Property

We are very proud of our facilities at our schools. Each and every room has been thoroughly cleaned and prepared. We hope that all the students will show pride in their building and be responsible for helping to keep their school clean and neat. Any damage done to school property must be repaired or replaced at the expense of the offender. Parents' cooperation is requested in helping us to teach children to respect school property material, furnishings, equipment and the building itself.

Elementary School Recess

All children are required to go outside, weather permitting, during lunch periods. We believe that fresh air and exercise help keep children alert for class activities. Exceptions may be made in cases where a doctor's note is presented, a teacher request, as a discipline consequence, and/or other requests approved by the principal.

Students are generally kept outside for recess when it is not raining or snowing or the temperature is above 10° F. Please make sure your child is appropriately dressed in warm clothing.

A doctor's note is required to keep a student indoors from recess.

Lost Articles

A lost and found is maintained in each school, in or near the office. Please make a habit of checking it for your child's belongings when you visit the school.

STUDENTS

Equal Educational Opportunities

See Board Policy 7:10.

See Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of

School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Parent and Student Rights Regarding Student Records

See Board Policy 7:15.

Request to Examine Instructional Material

Parents have the right to review instructional materials. Please contact your building principal to review textbooks and other teaching materials. (20 U.S.C. § 1232h)

Student and Family Privacy Rights

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. Parents may request a waiver for the following subjects:

- Comprehensive sex education, including grades 6-8, instruction on the prevention, transmission, and spread of AIDS
- Family life instruction, including grades 6-8, instruction on the prevention, transmission, and spread of AIDS
- Instruction on diseases
- Recognizing and avoiding sexual abuse (The district will provide not less than 5 days written notice to parents/guardians before commencing any class or course providing instruction in recognizing and avoiding sexual abuse in order to afford parental opportunity to object to child's participation.)
- Instruction on donor programs for organ/tissue, blood donor, and transplantation

Parents have the right to inspect any instructional materials, or survey requesting personal information, used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Principals send a letter to parents in advance of the presentation of any family living instructional program. Parents objecting to their child's participation should sign and return the letter promptly. Their child will be assigned to another activity during the period of instruction.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing of any information from a student's temporary record.

Right to Inspect and Copy

Parents/Students have the right to inspect and copy student records. The cost for copying student records is 20 cents per page. This fee will be waived for those persons unable to afford the costs.

Right to Challenge

Parents shall have the right to challenge any entry exclusive of grades in the student records on the basis of: accuracy, relevance or propriety. This right includes the right to challenge the information contained in the student record(s) prior to the transfer of the record(s) to another district or school system.

Request for Hearing

A request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An initial informal conference with the parents, shall be held within 15 school days of receipt of the request for hearing. If the challenge is not resolved by the informal conference, formal procedures shall be initiated.

A hearing officer will be appointed by the school. The hearing officer shall not be employed in the attendance center in which the student is enrolled. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference unless an extension of the time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing. At the hearing each party shall have the following rights:

- The right to present evidence and to call witnesses
- The right to cross-examine witnesses
- The right to counsel
- The right to a written statement of any decision and the reasons therefore.

A verbatim record of the hearing shall be made by a tape recorder or a court reporter. Either party may prepare a typewritten transcript in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.

The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and the school district. It shall be based solely on the information presented and shall be one of the following:

- To retain the challenged contents of the student record;
- To remove the challenged contents of the student record; or
- To change, clarify or add to the challenged contents of the student record.

Right to Appeal

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Service Region shall examine the documents and the record, make findings and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region. The final decision may be appealed to the judicial system.

Right to Insert Statement

Parents also have the right to insert into their child's record a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

Right to Control Release of Records

Parents have the right to control the release of student records. The release of records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

Sale or Purchase of Information Relating to Children Prohibited

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

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

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

the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

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

Parents may elect to exclude their child from the annual school directory which is published and distributed to school families each year. The school directory may not be used for commercial purposes.

Access Without Parent Consent

There are persons, agencies and organizations that have access to student records without parent's consent. They include:

1. The records custodian of another school system (including private/parochial schools) into which the child/children transfer if the parent makes no objections within 10 days to the contents of the school records being transferred. Please note that should parents wish to inspect, copy or challenge the contents of these records prior to their release, a request must be submitted in writing to the building principal no later than 10 school days after the child's eighth grade graduation date or, in the case of move-outs, the last day of their attendance in Mundelein Elementary School District 75.
2. Persons authorized as required by state or federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper generally to parents.
 - a. To an employee or official of the school or school district or the State Board of Education, provided such interest in the student and the records are in furtherance of such interest.
 - b. To any persons for the purpose of research, statistical reporting or planning provided that such person has the permission of the State Superintendent of Education and no student or parent can be identified from the information released.
3. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.

4. "In the case of divorce or separation, a school district must provide equal access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a CERTIFIED court order or other legal paper that prohibits access to education records, or removes the parent's right to have knowledge about his or her child's records. A certified court order would also be required if restrictions were placed on when and where a parent might contact or visit the child at school."

Family Life, Sex Education and Disease

For your information, all classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Human Growth and Development courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 8, the prevention of AIDS.

Student Surveys

See Board Policy 7:15.

In the event a class or school conducts a behavioral survey which requires students to disclose personal information regarding substance use or personal relationships, a letter will be sent home in advance of the administration of any such survey notifying parents of the purpose and content of the survey as well as advising parents of their right to exclude their student from participation.

Harassment of Students Prohibited

See Board Policy 7:20.

Mundelein Elementary School District 75 prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, Preventing Bullying, Intimidation, and Harassment.

School Enrollment, Admission, and Student Transfers

See Board Policy 7:50.

See Board Policy 7:100.

Residency

Parents or legal guardians of all new students are required to present the following items to prove residency:

- A current mortgage statement showing the parent or legal guardian of the student(s) as the owner, a recent real estate tax bill, a home ownership title or deed or a current signed

apartment lease. If you are unable to provide one of the following documents, you will need to obtain from the district the following form and have it completed by the owner of the residence where the child resides (lives and sleeps) on a full time basis:

- Residency Verification Form.
- In addition, at least two of the following documents must be provided: recent gas, electric or water bill, current home/apartment insurance certificate, landline telephone bill or recent cable bill, a current receipt for city vehicle sticker or other district-approved documentation demonstrating residency. The parents/guardians name and address must appear on these documents.

- **CLEAR BATCH RESIDENCY**

- District 75 is committed to ensuring efficiency and protecting community resources through our annual residency verification process. In the past, all incoming, returning and transfer students were required to verify residency in person in order to enroll in the districts.
- For the 2020-2021 school year, Districts 75 will use a new tool called the CLEAR Batch system to electronically review student residency. The CLEAR Batch system reviews public records to verify student residency. This spring all student households new to District 75 will be reviewed using this system. All returning students to District 75 will be reviewed using this system. In most cases, the CLEAR Batch system will locate adequate documentation to verify student residency for the 2020-2021 school year, and there will be no need to submit any additional paperwork to certify that the student lives within the district's boundaries.
- In other cases, the CLEAR Batch system may identify inconsistencies in public records and those households will receive a letter via US mail and an email in June to indicate that you will need to provide documentation to verify your student's residency within the district. Parents must bring in documentation to verify your student's residency to the district office located at 470 N. Lake street or you can email it to pdelozier@d75.org.
- If you have any questions about the residency verification process, please contact:

- Patty DeLozier
Registrar
847-949-2700 ext. 2014
pdelozier@d75.org

Requirements for New Students

A child entering our schools for the first time must have a physical examination and immunization record forwarded from the last school attended or arrange for a new examination. The physical examinations must be dated within one year of entrance into Mundelein Elementary School District 75. Physical and dental forms will be available when the student is registered. Additional information concerning low-cost physical examinations can be obtained from your building office.

Within 30 days the person enrolling the child must provide the district with a valid birth certificate.

Requirements for Entering Kindergarten Students

1. Certified birth certificate or equivalent legal certificate. (325 ILCS 50/5)
2. Certificates of physical, vision and dental examinations are required
3. Five (5) years of age on or before September 1 of the current school year
4. Compliance with recommended immunizations and updated boosters

Requirements for Entering Second (2nd) Grade Students

All second grade students are required to have a dental examination and to submit the proper form.

Requirements for Entering Sixth (6th) Grade Students

All sixth grade students are required to have a medical and dental examination and to submit the proper forms. This should be completed by the time of registration. Students will not be permitted to start school without a properly completed examination form and an update of immunizations when necessary.

It is important that we have your current address and phone number. This information is especially important in cases of emergency. Please notify the school secretary immediately upon changing your address (we will need a copy of your lease or mortgage) or telephone number. This phone number is used with our emergency alert system to notify you of school closings or other emergencies.

Registration

All current students must register in the spring for the next school year. Info Snap codes will be emailed to each family before the first week in March. Registration is due to the school district on the last Friday before Spring Break. Proof of Residency is required at time of registration each year.

Transfers from Mundelein Elementary School District 75

When a child is to be transferred from Mundelein Elementary School District 75 to another school district, please notify the school at least a week in advance.

The parent(s)/guardian(s) of a student shall notify the Building Principal of their intent, pay outstanding fees or fines, sign a release form authorizing the release of student records, and return all school-owned property. The ISBE Student Transfer Form may then be picked up by the parent on the last day of the child's attendance. Student records will be forwarded to the new school if the parent/guardian has signed a release form provided by the present school if the receiving school requests them.

Residence

See Board Policy 7:60.

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

Attendance Procedures

See Board Policy 7:70.

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

The Mundelein Elementary School District 75 Board of Education, administration and educational staff wish to stress the importance of good school attendance. It is essential for students to attend school regularly in order to obtain the maximum benefits of a public school education. The law holds parents and guardians responsible for daily student attendance. Mundelein Elementary School District 75 strongly discourages extended leaves of absence and vacations when school is in session. Students with non-illness related absences for more than 10 consecutive school days are dropped from enrollment and reported to the Regional Superintendent of Schools. Parents must go through the registration process to re-enroll their child. Depending on school enrollment status, re-enrolled students may not have the same teacher(s) or schedule upon new registration.

Parents are requested to call school to report an absence for their student before 8:00 a.m. School secretaries have been directed to call the parent or guardian of every student reported absent unless a responsible party has informed the school of the student's absence. If a student attends school in the morning and for some reason cannot attend school in the afternoon, the parent should notify the school.

Any student absent from school is required to submit a written excuse, signed by the parent or guardian, upon his return to school. The excuse should give the reason for the absence. In case of absence due to a communicable disease, a doctor's release will be necessary unless the student has been home the suggested number of days.

In cases of extended illnesses, parents are asked to call the school and report the illness. Students receiving excused absences are given the opportunity of making up the work missed, usually at the rate of one-day make-up for each day of absence. In all cases, it is the responsibility of the students to consult with their teachers and arrange to make up the work missed. In cases of extended illness, the school will provide homework assignments upon request by parents. Excused absence is a personal illness, contagious disease in family, death in family or emergencies within a family.

Students shall be released from school for a day or a portion of a day as an excused absence for the purpose of observing a religious holiday. Parents must give written notice to the District five days before the anticipated absence. Students are allowed to make up any examination or missed work. (105 ILCS 5/26-2b).

Unexcused absences include any absence other than those excused by law. Unexcused absences include baby-sitting, shopping trips, etc.

Absence request for vacation and travel may be granted. However, parents are urged to consider the possible harmful effects upon the school life and school work of their children. Valuable as travel experience may be, the student's education may be hindered by missing school activities. No vacation or travel requests will be honored during state required testing (e.g. PARCC, etc.).

Parents are encouraged to schedule routine medical and dental appointments for after school hours. Changes in state attendance reporting requirements mandate strict counting for minutes of attendance each day. Students excused from school may still be counted as absent under these rules.

**See school handbook for specifics per school.

Notes Required

The school requires notes from parents or guardians:

1. In case of absence.
2. In case of tardiness.
3. In case of special dismissals.
4. For all field trips.
5. For participation in extracurricular programs under the direction of the school.
6. Staying in from recess.

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: 847-949-2700 extension 1999.

- Spanish Line phone number: 847-949-2700 extension 1998.

It is the parent'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 remains unexcused. A Doctor's note or court papers must be presented to the Principal's Office within 5 school days of the absence in order for an absence to be excused after the fact. Any doctor notes submitted beyond the five (5) days must be appealed to the Assistant Principal's office. Failure to report an absence on the day of absence can result in disciplinary action, and/or no academic credit for the school day.

In keeping with Section 26-2A of the Illinois State Code. Mundelein Elementary School District 75 considers the following circumstances to be valid causes for a student's absence:

1. Illness
2. Religious Holidays
3. Death in the Family
4. Valid Doctor/Dentist or Court Appointment. A student must present a valid documentation upon his/her return to school.
5. Family Emergency. Family emergencies need to be cleared by an administrator if they are to be excused.

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

Tardy

Mundelein Elementary School District 75 believes student punctuality enhances quality education and reinforces positive work habits. When children come late to school, they lose valuable time, interrupt the classroom, and may miss important explanations of the work to be done. Tardiness will be excused and no action taken if the student presents an excuse, signed by parent or guardian, upon arrival at school. Students failing to bring an excuse will be required to provide one the following day. It is presumed that such tardiness is not entirely the fault of the student. Punctuality is a quality of good citizenship. Help your child to be on time for school.

All students are expected to be in their classrooms when the bell rings. Teachers will close classroom doors when the bell rings. At that point, students must obtain an admit slip to enter class. Consequences for not being in class when the bell rings will be determined by the administration.

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

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

1. The Principal's 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 be signed out at the Principal's Office. If the student returns before the end of his/her school day, he/she must be signed in at the Principal's 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.

Truancy/Unexcused Absences

See Board Policy 7:70.

The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions:

- **Truant:** A child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.
- **Valid cause:** A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the District Administration such other circumstances which cause reasonable concern to the parent for the safety or health of the student.
- **Chronic or habitual truant:** A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days.
- **Truant minor:** A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a truant, chronic or habitual truant or a truant minor. The Superintendent shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is a truant, chronic or habitual truant or a truant minor. The diagnostic procedures may include but not be limited to counseling services to the student or student's parents/guardians, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies. The following supportive services may be offered to a student who is experiencing an attendance problem:

- Parent-teacher conferences
- Counseling services by social workers
- Counseling services by psychologists
- Psychological testing
- Alternative education programs

- Alternative school placement
- Community agency services

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the Building Principal shall refer the student to the resources of the outside agencies such as the Juvenile Officer of the local police department or the Regional Office of Education. The School Board, Superintendent, school district administrators and teachers shall assist and furnish such information available to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant for his or her truancy unless appropriate available supportive services and other school resources have been provided to the student.

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

Make-Up for Excused Absences

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

Excessive Absences

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

Advanced Absences

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

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

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

For clarification, parents should contact the Principal's Office.

Attendance Requirements for Participating in School Sponsored Activities

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

Release of Students

Teachers have been instructed not to excuse any child without a written or personal request from the parent or guardian or to permit any child to leave the school premises with an unidentified person. If you wish to take your child from school before the regular dismissal time, you must report to the office and sign the child out. The office will request your child to come to the office to meet you. This is done to protect your child.

Release for Religious

See Board Policy 7:80.

Release During School Hours

See Board Policy 7:90.

Hearing, Physical, Dental, and Vision Examinations & Immunizations

See Board Policy 7:100.

Immunizations

All students are to be properly immunized with the State required immunizations. If a child does not comply by October 15 with the required immunizations, then that child will be excluded from school until such time as the child presents proof of having received the required immunizations which are medically possible to receive immediately.

HIB and PCV Vaccines

Students entering Pre-K are required to have at least one dose of HIB and PCV vaccines.

Polio (IPV or OPV), Diphtheria, Tetanus and Acellular Pertussis (DTap)

All students entering Pre-K should be properly immunized with three (3) Polio (IPV or OPV) and four (4) doses of Diphtheria, Tetanus and acellular Pertussis (DTap). Students entering Kindergarten, or first time enrollment in an Illinois school, must have an additional booster after 4 years of age.

Measles/Mumps/Rubella (MMR)

All students entering Pre-K are required to have one (1) dose of the MMR vaccine administered on or after the 1st birthday. Students entering Kindergarten, or a child's first time enrollment in an Illinois school, must show proof of two (2) doses of MMR vaccine.

Varicella (Chicken Pox)

All students entering Pre-K are required to have a minimum of one (1) dose of Varicella vaccine administered on or after their 1st birthday. Students entering Kindergarten, or their first time enrollment in an Illinois school, are required to have two (2) doses of the Varicella vaccine administered; or documentation on the physical exam form, from a health care provider, verifying that the child has had Chicken Pox.

Hepatitis B

All students entering Pre-K through 12th grade are required to have 3 doses of the Hepatitis B vaccine. **Y**

Tdap (Adacel or Boostrix)

All students entering 6th grade must show proof of having received 1 dose of Tdap; students

Meningococcal (Meningitis)

All students entering 6th grade must show proof of having received 1 dose of meningococcal conjugate (MCV4) on or after 11 years of age.

Screenings

Lead Screening

Lead Screening is a required part of the health examination for children ages 6 years or younger prior to admission to Pre-K, kindergarten or first grade.

TB Skin Test Screening

TB skin tests are recommended only for children in high risk groups, recent immigrants from high prevalence countries, or those exposed to adults in high-risk categories.

Diabetes Screening

A diabetes screening is a required part of the health examination and the health care provider shall document the results of the diabetes risk assessment. Diabetes testing is not required.

Hearing and Vision Screening

Hearing and vision screening is conducted annually at grade levels mandated by the Illinois Department of Public Health. Special Education and new students are also screened. When need for medical evaluation is indicated, a referral notice is sent to parents. These forms are to be completed by the physician and returned to the school nurse. School vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the school's vision screening if an optometrist or ophthalmologist doctor has completed and signed a report indicating an examination has been administered in the previous 12 months. (105 ILCS 5/27-8.1)

Children who are deaf, hard of hearing, blind or visually impaired may be eligible for services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. Please contact the Director of Special Services, Jamie DiCarlo, at (847) 949-2700 for contact information and admission criteria. The director may also provide information about other local schools that provide similar services. (105 ILCS 5/14-8.02b)

Examinations

Vision Examination

Illinois law requires proof of a comprehensive eye examination by an optometrist or physician (such as an ophthalmologist) that provides eye examinations for children entering kindergarten or enrolling for the first time in public, private, or parochial elementary school in Illinois. The new law requires eye exams within one year prior to kindergarteners starting school in the fall and for all students entering a school in Illinois for the first time. Students must provide proof of the required eye examination to the school by October 15th of each school year. If a student fails to submit proof of the eye exam by such date, the school may withhold the child's report card. The parent of any child who is unable to obtain an examination must submit a waiver form to the school. (105 ILCS 5/27-8.1)

Dental Examination

A dental examination is required for all kindergarten, second and sixth grade students. Parents will be required to obtain a signed report on a state form by a licensed dentist and present to the school before May 15th of the current school year. The dental exam must be completed no more than 18 months prior to the May 15th deadline. If a child fails to present proof of a dental exam the school may hold the child's report card. The IDPH has established a waiver system for children who show undue burden or lack of access to a dentist.

Physical Examination

A complete physical examination and immunization record shall be required of all pupils immediately prior to their entrance into PreK, kindergarten, sixth grade or are enrolling in an Illinois school for the first time. If a child does not comply by October 15 with the required physical examination and immunizations, then that child will be excluded from school until such time as the child presents proof of having had the physical examination and immunizations as required.

Extracurricular Physical Examination

Physical examinations will also be required of the students in grades 6, 7 and 8 who take part in the extracurricular program.

Invasive Physical Examination

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

Search and Seizure

See Board Policy 7:140.

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

School Property

School property, including but not limited to desks, lockers, textbooks, and 1:1 computer, 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.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable 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. School authorities are also authorized to conduct drug and/or alcohol testing of an individual student with or without parent(s)/guardian(s) permission when there are reasonable ground for suspecting that the student is violating Board of Education Policy 7:190 prohibiting possession, use or being under the influence of drugs and/or alcohol while on school grounds or at school-related activities. A determination of whether there are reasonable grounds to suspect a student of using or being under the influence of drugs and/or alcohol on school grounds or at school-related activities will be based on observation of the student's behavioral and physical symptoms of drug and/or alcohol use. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

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.

Search of Social Networking Sites

Below is notification to 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.

Dress Code

See Board Policy 7:160.

It shall be the policy of the district to preserve the learning environment and dignity of the schools, and to expect high standards from the parents and pupils in their cooperative attitude and responsibility for pupils to be well groomed and dressed in a safe, non-disruptive manner while in attendance at school-sponsored activities. Name labels should be attached to each pupil's boots, jackets, etc.

Given the fact that society's values are constantly changing, the Board of Education will rely upon the judgment of the building principal as to whether or not student's dress and/or apparel will be disruptive to the educational program. If a parent disagrees with the judgment of the principal, the parent may appeal the decision to the Superintendent and then to the Board of Education, either of which may reverse the principal's decision.

Allowable Dress & Grooming

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

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Prevention of and Response to Bullying, Intimidation, and Harassment

See Board Policy 7:180. https://www.boardpolicyonline.com/?b=mundelein_esd_75

Teen Dating Violence Prohibited

See Board Policy 7:185. https://www.boardpolicyonline.com/?b=mundelein_esd_75

Student Behavior ~~Academic Integrity~~

~~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.~~

See Board Policy 7:190. https://www.boardpolicyonline.com/?b=mundelein_esd_75

Student Discipline Policy

Disciplinary Measures

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

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

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

Preventing Bullying Behavior

See Board Policy 7:180.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying 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, 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.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, Uniform Grievance Procedure. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
 - b. 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. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.

- c. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, Preventing Bullying, Intimidation, and Harassment.
 - d. 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. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
 - e. 7:190, Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - f. 7:310, Restrictions on Publications. This policy prohibits students from: (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 photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying.
3. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
 4. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
 5. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
 7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
 8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
 9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
 10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

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 Ill. Constitution.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment, or in-school suspension) that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school

bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Disciplinary conference with parents.
10. Temporary removal from the classroom.
11. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
12. 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.
13. 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.

A student may be immediately transferred 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.

Corporal Punishment

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. . The schools will not use isolated time out as a behavior intervention with students. “Isolated time out” means the confinement of a student in a time-out room or enclosure, within or outside of the classroom, from which the student’s egress is restricted. A student being sent to a principal’s office or to another section of the building or classroom in order for the student to be able to be better engaged in learning is not an isolated time out. Corporal punishment does not include reasonable force as needed to

maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Notice Concerning Discipline and Physical Restraint

The School Code allows teachers, other certificated educational employees, and any other people, whether or not a certificated employee that is providing a related service for or concerning students to maintain discipline in schools operated by the District, on school grounds, and at school functions. In all matters concerning student discipline and the conduct of school children on school grounds or at school functions, district employees stand in the place of parents, and they may exercise authority as necessary at any time for the safety and supervision of students in the absence of their parents or guardians. (105 ILCS 5/24-24).

The School Code requires school districts to establish rules concerning the discipline of students. The rules are routinely reviewed with students and are available for parent or student review upon request. The School Code requires that the rules concerning discipline include that teachers, other certificated employees, and other employees providing a related service for or concerning students may use reasonable force as needed to maintain safety for the other students, school personnel, or for the purpose of self defense or the defense of property, and that teachers may remove a student from the classroom for disruptive behavior. The rules concerning the discipline of students also provide for due process to students.

The School Code also permits the use of isolated time out and physical restraint of students, when needed, as a means of behavioral intervention with students. "Isolated time out" means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted. Mundelein Elementary School District No. 75 does not use isolated time out as a behavioral intervention with its students. A student being sent to a principal's office or to another section of the building or classroom in order for the student to be able to be better engaged in learning is not an isolated time out. (105 ILCS 5/14-8.05)

When necessary to prevent danger to a student or others, District staff will use its discretion to either use physical management or physical restraint with a student. When physical management and/or physical restraint techniques are employed, staff will use the minimal amount of force necessary to control the student, ensure student/staff safety, and protect property. "Physical management" of a student is defined as the momentary management or control of the student designed to 1) prevent the student from completing an act that could result in physical harm to himself, herself, or another person; 2) prevent a student from completing an act that could result in damage to property; or 3) remove a disruptive student who is unwilling to leave an area voluntarily. "Physical restraint" is defined as holding a student or otherwise restricting his or her movements. Such physical restraint will only be used when the student poses a physical risk to himself, herself, or others and will end as soon as the responsible staff member determines that the student is no longer in imminent danger of causing physical harm to himself, herself, or others.

The determination as to whether or not to use physical management or physical restraint procedures is at the discretion of District staff, exercised consistent with the Board's policy and procedures concerning the use of such techniques. Any and all staff members who use physical restraint are

trained in the proper, safe uses of these techniques. When a student is physically restrained, a notice will be sent to parents concerning the incident. (105 ILCS 5/10-20.33, 23 IL Admin Code § 1.280, 1.285)

Student Handbook

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

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

Prohibited Student Conduct

See Board Policy 7:190.

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. 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.
5. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
6. Using or possessing an electronic paging device. 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 powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

13. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply 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 Behavior and Progressive Discipline

See Board Policy 7:190.

Positive Behavior Matrix – Pre-K Through 5th Grade

	Arrival & Dismissal	Bathroom	Hallway	Lunchroom	Assemblies	Recess	Classroom	Technolog
Be Safe	Listen for bell &/or dismissal announcement; follow directions; stay in line; walk quietly through hall.	Put trash in bins; keep the bathroom clean; take your turn.	Walk quietly; stay to the right.	Use inside voices; clean up your area; follow rules.	Enter and exit quietly; sit with your class; follow extracurricular activities rules.	Line up quietly; use equipment appropriately.	Cooperate with others, use good manners; follow class rules.	Follow sch guidelines when using technology tools to sea and communicate ideas.
Be Respectful	Use an inside voice; keep hands & feet to self.	Give privacy; wash your hands w/soap; respect bathroom materials; keep hands & feet to self.	Keep hands & feet to self; safe distance between people; greet people appropriately.	Keep your hands & feet to yourself; use good manners; respect others' food and space; keep conversations appropriate and respectful.	Stay seated; respect the speaker; keep hands & feet to self.	Treat people kindly; include others in play; show good sportsmanship; wait your turn; keep hands & feet to self.	Respect opinions & individual differences; be a good listener; treat everyone w/respect; keep hands & feet to self.	Respect others' opinions, u appropriate language, a work cooperative
Be Responsible	Be prepared and on time when school begins and ends; sit quietly.	Flush toilet; take care of your business quickly; enter class quietly.	Go directly to your destination; keep hallways clear of belongings.	Clean area when finished; stay seated.	Use good listening skills; raise your hand appropriately.	Follow the rules of the playground; listen for the whistle & look for an adult; enter building quietly.	Keep your work area clean; do your own work; stay focused; come prepared to class [materials, homework].	Do your ov work, use y time effectively properly maintain th equipment are using.

Positive Behavior Matrix – 6th – 8th Grade

	Arrival & Dismissal	Bathroom	Hallway	Lunchroom	Assemblies	After School Activities	Classroom	Technology
Be Safe	Listen for bell &/or dismissal announcement; follow directions; stay in line; walk quietly through hall.	Put trash in bins; keep the bathroom clean; take your turn.	Walk quietly; stay to the right.	Use inside voices; clean up your area; follow rules.	Enter and exit quietly; sit with your class; follow extracurricular activities rules.	Keep lobbies clear; use equipment appropriately; parental permission to participate.	Cooperate with others, use good manners; follow class rules.	Follow school guidelines when using technology tools to search and communicate ideas; do not share personal information online.
Be Respectful	Use an inside voice; keep hands & feet to self.	Give privacy; wash your hands w/soap; respect bathroom materials; keep hands & feet to self.	Keep hands & feet to self; safe distance between people; greet people appropriately.	Keep your hands & feet to yourself; use good manners; respect others' food and space; keep conversations appropriate and respectful.	Stay seated; respect the speaker; keep hands & feet to self.	Treat people kindly; show good sportsmanship keep hands & feet to self; use appropriate language.	Respect opinions & individual differences; be a good listener; treat everyone w/respect; keep hands & feet to self.	Respect others' opinions, use appropriate language, and work cooperatively.
Be Responsible	Be prepared and on time when school begins and ends; sit quietly.	Flush toilet; take care of your business quickly; enter class quietly.	Go directly to your destination; keep hallways clear of belongings.	Clean area when finished; stay seated.	Use good listening skills; raise your hand appropriately.	Follow the rules of the activity; plan ahead; come prepared.	Keep your work area clean; do your own work; stay focused; come prepared to class [materials, homework].	Do your own work, use your time effectively properly maintain the equipment are using. Report misbehavior or bad language to adult.

Lake County Alternative School Program

The District shall make a determination of eligibility for suspension or expulsion of each student prior to referral to the Program. For eligibility for suspension, an authorized administrator or the Board of Education, as appropriate, will make the determination. Eligibility for expulsion will be determined by the Board of Education. The District will provide each student eligible for the Program with all due process and statutory rights afforded by the State and federal law and regulations, including, but not limited to, special education laws and regulations, and Section 1022.6 of The School Code (105 ILCS 5/10-22.6.)

Suspension Procedures

See Board Policy 7:200.

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School 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 its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

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

The Superintendent or 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 the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. After an investigation and the determination to suspend a student, a timely phone call to the student's parent(s)/guardian(s) will be made.
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. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;

- c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - 1. A threat to school safety, or
 - 2. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - 3. That the student's continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school community, or
 - b. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
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.

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 its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or 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. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures

See Board Policy 7:210.

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, 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.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. 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.

This policy becomes effective and replaces the policy on Suspension Procedures on the first student attendance day of the 2016-2017 school year.

Transportation Safety and Bus Conduct

See Board Policy 7:220.

We are deeply concerned with the safety of every child in the school. Safety procedures and rules are taught in each home room. The need for safety extends beyond the school grounds. The home and community must share, with the school, the responsibility for maintaining safety standards. We request that parents do not send their children to the school any earlier than necessary.

Automobile Safety

If it becomes necessary to use an automobile to transport a child, parents are requested to observe the following safety rules:

1. Refrain from making a U-turn in the school area.
2. Observe one-way street regulations.
3. Observe all traffic safety regulations relative to driving and parking.
4. Do not park in front of school drive entrances and crosswalks.
5. Students should be picked up and dropped off on the school side of the street, keeping with traffic regulations.
6. Parents are asked to observe the no-parking areas at the schools in order for buses to be able to transport students safely.
7. Parents are urged to observe the "stop arms" on the buses, while the buses are parked at the schools.

Bus Transportation Rules

Busing children to school sometimes leads to serious problems, often disciplinary in nature. The safety and lives of children and driver are at stake. Good behavior on and around the bus is of utmost importance. A bus driver cannot drive carefully if children are not following the Mundelein Elementary

School District 75 rules for proper conduct as defined in Board policy 7:180, 7:190 and 7:220. Parents are expected to go over the rules with their children at the beginning of school and throughout the school year. Listed below are 5 rules posted in Mundelein Elementary School District 75 school busses written for students to understand:

1. Stay seated
2. Use respectful language
3. Keep your hands and feet to yourself
4. Respect Property
5. Obey the driver at all times

Students who cause damage to property will be expected to pay for such damage. Additional safety procedures that should be observed:

1. Be at the stop 5-10 minutes early. Wait in a safe place, away from traffic.
2. AVOID horseplay and respect the property and privacy of others waiting for the bus.
3. Observe a 10 foot danger zone around the bus on all sides. (This could be defined as five giant steps by your child).
4. Stay at least 10 feet back until bus stops completely.
5. Board the bus in a single file line without shoving or pushing.
6. Do not chase a bus after it has pulled away and is moving. The driver can't see you.
7. To cross the street when boarding or leaving the school bus, walk at least 5 giant steps from the bus to the shoulder of the road and wait until given a signal by the driver that it is safe to cross the street.

Bus-Related Disciplinary Procedures

See Board Policy 7:220.

In order that the safety of others not be endangered, certain disciplinary measures will be enforced for children not following the Mundelein Elementary School District 75 rules for proper bus conduct. It is important to remember all matters pertaining to discipline are dealt with in a consistent, equitable, and flexible manner. The following bus related disciplinary procedures are outlined below to provide a district wide expectation:

1. The first time a student breaks a rule the driver will warn the student.
2. The second time a student breaks a rule; the driver will write the student up on a bus disciplinary referral. All referrals are given to the building principal or designee.

As in all matters pertaining to discipline, two keywords are "consistency" and "flexibility". The above steps are outlined in order to have a district-wide, uniform pattern. This should help consistency. However, situations vary, and this is where flexibility applies.

Gross misconduct on the bus will not be tolerated, no warning is called for, and the principal may suspend a student from the bus and notify the parents, bus driver and the Director of Finance.

Please recognize that although it is left to the Building Principal to decide the course of disciplinary action, the bus driver's recommendations will be taken into account. The bus driver is the person who ultimately has to bear the brunt of any accident on the bus, he also is the one to determine what behavior is hazardous, and to what extent it is so. A driver may also move a child's bus seat or assign a child to a seat if the need arises. (105 ILCS 5/10-20.14)

Bus Conduct

All students must follow the District's School Bus Safety Guidelines. 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 School Board policy, 7:190, Student Discipline.
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 a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee 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.

Free and Paid Transportation

See Board Policy 4:110.

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-fifth (1.2) miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-fifth miles from his or her assigned school 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 Board requesting transportation due to the existence of a serious safety hazard.

Parents may file a space available request to bus students to day care services on a daily basis from a provider located within the school district but more than 1.2 miles from the student's assigned school or where walking to school would constitute a serious hazard due to vehicular traffic or rail crossing.

Parents may file a space available request to bus students who live between 1 and 1.2 miles from their assigned school. Space available riders will use stops on existing routes.

A wait list will be maintained and space available requests will be filled after all students who are eligible for free transportation have been placed. The District will not add buses to accommodate space available requests.

Parents shall pay a pro rata share of the cost for all space available busing. The fee for space available busing shall be set annually by the Board of Education based on the cost of the bus route divided by the number of seats on the bus.

Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Nonpublic 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 or designee and shall be altered only with the Superintendent or designee approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible. Students will have one drop-off and one pick-up stop location. Requests for change in stop locations during the week will not be allowed absent a change in family circumstances. Requests for friends to ride home with students or for students to change buses to go home with a friend are not permitted.

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 erratic driving reports. The District will cooperate with the Lake County School Transportation Task Force, county and local governmental agencies that deal with public school transportation safety issues in establishing procedures for school bus accidents.

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

Videotaped Surveillance

See Board Policy 7:220.

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 video recordings are temporary student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Crossing Guards

There will be crossing guards at intersections where there may be danger in crossing. These crossing guards are there for your child's protection and should be obeyed at all times. You can help by impressing the seriousness of this fact upon your child. Again, parents are reminded that crossing guards are not provided beyond the normal times before the opening or after the closing of the school day.

Walking to School

Parents are requested to send their children to school NO earlier than fifteen minutes before the morning or afternoon bell. The Village provides the service of crossing guards at various crossings throughout the community approximately 1/2 hour before and after school. Parents are reminded that dangerous crossings are not protected by crossing guards at other than these times. Each school building has certain traffic patterns for students, bike riders and cars in the area of their building.

Traffic conditions at the hours of arrival and dismissal necessitate careful observation of rules for the pedestrian and bicycle rider. Children who walk to and from school should stay on the sidewalk and cross at the corner crosswalks under the direction of the safety patrol and/or crossing guard. Students are subject to school rules while going to and from school.

Misconduct by Students with Disabilities

See Board Policy 7:230.

Behavioral Interventions

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. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another).

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing a student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

Code of Conduct

See Board Policy 7:240.

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

- A. A student is required to follow the school's code of conduct on a year-round (12 month) basis.
- B. Violations of the school code shall result in suspension of the student from interscholastic competition. If a student denies violating the code of conduct, the school should provide an opportunity for the student to be heard prior to the next athletic competition.
- C. The school district shall determine minimum penalties for violation of any provisions of its code of conduct, including:
 - a. all out-of-season offenses and

- b. any other unacceptable conduct contrary to the ideals, principles, and standards of the school district.

A student participating in an activity or athletic program will be subject to disciplinary action if he or she violates this Code of Conduct for Extracurricular Activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations.

The student shall not:

1. Violate the District's policies or procedures on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Safe and Drug-Free Schools

See Board Policy 7:240.

A police officer is located at Carl Sandburg Middle School and is available to assist at all district schools. The district provides three assemblies for 6th, 7th and 8th graders on important topics such as safety, drugs, alcohol and the social emotional learning standards. The elementary schools participate in Red Ribbon Week activities to learn about the negative effects of smoking, drugs, and alcohol. Fifth graders participate in the DARE program provided by the Mundelein Police Department.

What You Can Do To Help!

- Report any unlocked door to the principal immediately. Be patient with the inconvenience locked doors present to you.
- Report directly to the school office when you enter a school, sign in and wear an identification badge. Please understand that you will be escorted to the office if you do not do so.

- Report any unusual or disturbing behavior at school or around school grounds immediately. Notify the principal during school hours or the Mundelein Police after school hours.
- Talk to your children about the importance of safe schools. Be sure they know what to do in an emergency. Be sure they understand the importance of reporting a student who threatens harm to self or others. Be sure they know to tell an adult about unsafe touches. Confidentiality will be maintained to the fullest extent possible.
- Remove guns from your home or put trigger locks on all guns kept in the home.
- Plan for childcare if school is closed during an emergency.
- Refrain from calling school in a crisis, which will tie up phone lines that will be needed for emergency use. Parents whose children are directly involved in a crisis will be contacted immediately. Be prepared to wait patiently while school officials safely release students individually to parents or emergency contacts.
- Refrain from spreading rumors. Ask for the facts. Refrain from speaking to the media to avoid rumors and excessive disruptive coverage that distracts attention from meeting the needs of students and families.

Physical Education

See Board Policy 7:260.

All students will take part in physical education classes in grades K-8. Children are expected to participate in physical education classes. To be excused more than one or two days requires a written recommendation from a physician. Any student who has been excused from P.E. by a medical doctor must have a release from the doctor stating that the student may return to the P.E. class.

If a child has a physical disability which limits his participation in class, a Limited Activity Program will be planned for the student as directed by the student's physician and filed with his/her school health record. Students in grades K-6 must have a pair of gym shoes, solely for use during gym. Students in grades 7th-8th are required to wear a district provided PE shirt. A pair of shorts and gym shoes must be provided by the student. Additional PE shirts may be purchased from the school office for \$5 each.

Student Athlete Concussions and Head Injuries

See Board Policy 7:305.

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

- i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
- 2. Comply with the concussion protocols, policies, and bylaws of the Illinois High School Association, including its Protocol for Implementation of NFHS Sports Playing Rules for Concussion, which includes its Return to Play (RTP) Policy. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Articles Prohibited In School

Problems arise each year because children bring articles to school which are hazards to the safety of others or interfere in some way with school procedure. Parents are requested to help children understand the necessity for discretion regarding items brought to school. Do not allow your child to bring toy weapons to school. Cell phones must be turned off.

Cell Phone, Personal Digital Assistant (PDA) Use

All electronic devices must be kept out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals. If a student participates in after school sponsored activities, usage may occur once the activity has ended.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-

case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Required Notices

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

Automatic Electronic Defibrillators (AED)

See Board Policy 7:470.

AEDs have been placed near each gymnasium in our schools. Principals, the building nurses and selected teachers have been trained in the proper use of the equipment. Parents are encouraged to learn the proper use of AED devices by viewing the video posted on the Illinois High School Association's website - <http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>.

Cardiopulmonary Resuscitation (CPR)

Parents are encouraged to view a training video on administering CPR using a hands-only approach. The video is posted on the Illinois High School Association's website - <http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>.

Building Security

All exterior doors of each school are kept locked during the school day. The main entrances are controlled by a buzzer system. All visitors, including parents and volunteers, are required to check in at the school office upon arrival. Visitors must wear identification badges while in schools.

Child Safety Program

Every student will receive classroom instruction in child assault protection in accordance with Erin's Law (2012). Parent education classes will be offered prior to the start of classroom instruction. Parents have the right to "opt" their student out of the program. A letter will be sent home to parents regarding these activities not less than five days before the class begins. (ILSC 27-13.2)

Students in grades 6th, 7th and 8th will receive instruction in youth suicide awareness and prevention in accordance with Ann Marie's Law (2015). (Senate Bill 1793)

Crisis Planning

Mundelein Elementary School District 75 maintains crisis plans for each of its schools. Annually, district officials meet with emergency responders, the fire and police departments to assure a coordinated response in the event of a crisis. Please refer to our special brochure, Partners for Safe Schools, on our procedures for parents in the event of an emergency. The Partners for Safe Schools contract is available at each school and on the district website.

Each building has a crisis plan and a trained crisis team.

Drills: Fire, Tornado, Lockdown and Bus

Fire drills, tornado drills, and lockdown drills are conducted regularly to ensure that teachers and students understand the procedures. When the bell rings, students should go quietly, without talking, to the area designated for the particular room assigned at the time of the drill. These directions are posted in each room near the door. Class groups must stay together so the teacher can check roll.

Students will be kept at school during a tornado warning until the all-clear signal is given. If the warning comes at dismissal time, students will not be dismissed and school buses will not depart until an all clear is given.

A plan for taking shelter in case of a disaster, and an intruder alert has been developed for each of our schools. A list of these instructions is posted by the door in each room. Students should become familiar with these instructions and follow them exactly.

Bus evacuation drills are held regularly so students know how to react in case of a bus accident while going to and from school or on a field trip.

Family Emergency Planning

Make a Family Safety Plan! The following websites may be useful for families to plan for safety and emergencies:

- American Red Cross: www.redcross.org
- Homeland Security: www.whitehouse.gov/homeland
- Federal Emergency Management Agency: www.fema.org
- American Academy of Pediatrics Family Readiness Kit: www.aap.org/family

- CDC Pandemic Flu: www.pandemicflu.org

Shelter in Place

In the event of an emergency in the Chicago area, we will contact police to decide if we should keep students at school (Shelter in Place) or dismiss students as usual. If we determine it is safest to keep students at school, we will take the following steps:

- Notify parents using the automated emergency calling system (be sure your phone number is always current!).
- Notify the community through the Emergency Closing System which notifies all area media outlets so that announcements can be made on radio and TV.
- Post information on our website (www.district75.org)
- Release students ONLY to parents or to the adult listed on the Emergency Contact form. Please bring identification so that we can verify that we are releasing the child to the proper person. You will be asked to sign a release. We ask that you wait patiently so that all children can be safely reconnected with their parents or guardians.

Evacuation

In the event we must evacuate a school, instructions from the school administrator will be announced. The announcement will designate the routes and the evacuation site.

Information During Emergencies

The police/fire department chief official or the Superintendent will serve as the official spokesperson in a crisis. Updated information will be made available to the public as often as needed. Updated information will be reported using the automated calling system, the District's webpage (www.district75.org) and U.S. mail as appropriate. An information center will be set up at the District office for media releases.

We will use the automated calling system to notify parents of school closing and emergency services. Please do not call the school. You will tie up phone lines needed by emergency personnel and administrators to respond to the crisis.

Student Dance Expectations

All students attending a dance sponsored by Mundelein Elementary School District 75 acknowledge that it is a school related event and that all school rules apply. During school dances students may be required to wear a wristband. They are expected to dance in a respectful manner. If the student dances inappropriately after being warned, they will be removed from the dance. Students who are removed for inappropriate dancing at more than one dance during their tenure at Mundelein Elementary School District 75 are subject to being banned from subsequent dances. 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.

Flower, Gift, and Food Deliveries

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

Pets

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

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.

Non-School-Sponsored Demonstrations or Meetings on School Premises

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

Disruptive Acts at the End of School Semester

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

Extracurricular Activities

See Board Policy 7:300.

Extracurricular activities include any competitive athletic program, intramural activity, club, dance, promotion ceremony, or any other school sponsored event. Students will not be excused from

disciplinary consequences in order to participate in extracurricular activities. Students serving a detention, community service, in-school suspension or out of school suspension may not participate in any school related activities on that day. Students must in attendance for at least a half-day in order to participate in that day's activity unless otherwise approved in advance by the administration, activity sponsor or coach.

Extracurricular Program Responsibilities

The opportunity to participate in Extracurricular programs is extended to all students who are willing to assume certain responsibilities.

The student/athlete will:

- Submit a school appropriate sport's physical completed by a certified medical practitioner
- Display high standards of behavior, good sportsmanship, and respect for others.
- Meet all Mundelein Elementary School District 75 eligibility requirements.
- Be expected to dedicate the time specified for practice by the coach/sponsor of that activity. Regular attendance is required.
- Report an injury which occurs during an athletic practice or event to the coach at once.
- Be responsible for the school equipment issued to them. All lost equipment must be paid for by the student/athlete to whom it was issued. Any athlete having equipment not issued to them (including a rival school's), faces action by the Athletic Director or coaches which may prevent their further participation.

Coaches and sponsors will:

- Make every effort to communicate fully and fairly with the student/athlete.
- Teach attitudes of responsible team play and cooperation.
- Provide opportunities to exemplify and practice good sportsmanship.

Parents/Guardians:

The legally responsible adult party for the student/athlete (referred to as parent) has a responsibility to cooperate with the School District in assuring the student/athlete and coach/sponsor will be able to achieve the mission of the Extracurricular Programs. The parent will assist the student/athlete in complying with the eligibility requirements through support and encouragement.

Code of Conduct for Athletics

See Board Policy 7:240.

Mundelein Elementary School District 75 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.

Fall Sports

(All grades) Boys Cross Country
(All grades) Girls Cross Country
7th & 8th Gr. Co-Ed Soccer
7th & 8th Gr. Girls Volleyball

Fall / Winter Sports

7th & 8th Gr. Boys Basketball
7th & 8th Gr. Girls Basketball
(All grades) Cheerleading (Competition & Sideline)
(All grades) Pom Poms (Competition & Sideline)
Wrestling (Coop with West Oak MS)

Winter Sport

7th and 8th Gr. Boys Volleyball

Spring Sports

(All grades) Boys and Girls Track

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 Elementary School District 75 will be subject to disciplinary action. These expectations will be enforced the entire year 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.

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

Athletics Code and Training Rules

Eligibility

As a student-athlete, I will display high standards of behavior, good sportsmanship, and respect for others. This includes following **all CSMS Behavior expectations found on the CSMS website, set forth by coaches, and in board policies 6:190, 7:190, 7:240, 7:300, & 7:305.**

I understand that if I have 2 D's or 1 F in my subject's I will be ineligible to play or practice for one week from Monday-Sunday. I further understand that if I have **less than a C average or under 70% in my Practice grade** my coach has the right to hold me out of games until the grade is raised.

I understand that attendance at school is necessary for my success, and I must be in attendance at least half of the “school” day in order to be eligible to participate in practice, games, or team events.

I understand that the state of Illinois requires the school to provide concussion information and affirm that I have received this information. If an athlete is suspected of having a concussion, they will be removed from competition or practice and will be unable to return until cleared by a medical doctor and approved by the school concussion team led by the school nurse. No coach or administrator may approve a student’s return to learn or return to play status.

I understand that I am an athlete and I am required to dress and participate in all Physical Education classes I attend. Failure to dress or participate in Physical Education will result in my inability to compete in games, practices, meets or team activities on that day.

I understand that I am responsible for my behavior and, if I receive a detention/ISS/OSS, I forfeit my right to participate in my activity for that day.

Students wishing to participate must also have the following documentation on file in the nurse's office: a physical exam, an insurance waiver signed by the student and his/her parents, an emergency medical card, a signed copy of the Competitive Athletics Participation Expectations and Highlights.

Athletics 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 Elementary School District 75.
- Realize that team success comes before individual recognition.
- Sportsmanship and competition are the primary reasons for high school athletics.

Athletics Rules

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 electronic cigarettes and/or vaping devices, tobacco, alcohol, and illegal drugs, including steroids. Any student shall be suspended from participation in athletics for the possession of or being under the influence of controlled substances or intoxicants or mood-altering substances.
 - o Included in the above definition are drug paraphernalia and/or drug or intoxicant look a likes.
 - o In addition, association or being in attendance at gatherings where use of illegal controlled substances or mood-altering substances or a substance which is represented as a drug or intoxicant is occurring, is prohibited.
 - o Criminal acts and any involvement in gang activities by any student, shall also be prohibited under this section.

* Student athletes dismissed from any activity shall forfeit all fees.

Please refer to the CSMS Parent Student Handbook for further details.

Sanctions

- 1st Offense: The athlete will be suspended from competition for one calendar year from the date the offense is reported to the Athletic Director. This may be reduced to 50% of an athletic season if the athlete successfully completes the Student Assistance Program or outside clinical assessment, as well as the recommendations that evolved from the assessment; this may come at the parent's expense. The 50% will be based on the number of scheduled contests. In the event that 50% of the season does not remain in that sport season, the balance of this suspension will carry over to the athlete's next sports season. (50% will be rounded to the nearest whole number.)
- 2nd Offense: The athlete will be suspended for one calendar year from the date the offense is reported to the Athletic Director; a second assessment with the Student Assistance program (or outside drug/alcohol clinician) is also mandated. If the second infraction occurs during a suspension for a first offense, the second suspension will not begin until the first suspension has been served in full. This suspension includes intramurals as well.
- 3rd Offense: The athlete is no longer allowed to compete in athletics at Mundelein Elementary School District 75. This includes intramurals as well.

Athletics 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.

Athletics Off-Campus

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.

Code of Conduct for Clubs and Activities

See Board Policy 7:240.

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

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

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

1. The student must attain the academic standards set forth in the Parent-Student Handbook.

2. The Activity Code of Conduct must be signed by the parent(s)/guardian(s) for the student's participation.

Participation in any activity or club is a privilege and not a right. Students who decide to participate shall be expected to exemplify the highest standards of sportsmanship, behavior, and fair play. Students who are unable to abide by the expectations established by Mundelein Elementary School District 75 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.

Clubs and Activities Code and Training Rules

Eligibility

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

Clubs and 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 Elementary School District 75.

Clubs and Activities Rules

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 electronic cigarettes and/or vaping devices, tobacco, alcohol, and illegal drugs, including steroids. Any student shall be suspended from participation in clubs and activities for the possession of or being under the influence of controlled substances or intoxicants or mood altering substances.
 - o Included in the above definition are drug paraphernalia and/or drug or intoxicant look a likes.
 - o In addition, association or being in attendance at gatherings where use of illegal controlled substances or mood altering substances or a substance which is represented as a drug or intoxicant is occurring, is prohibited.
 - o Criminal acts and any involvement in gang activities by any student, shall also be prohibited under this section.

* Students dismissed from any club and/or activity shall forfeit all fees.

Please refer to the CSMS Parent Student Handbook for further details.

Sanctions

- 1st Offense: The participant is out for one calendar year; in the activity of music education, the participant may not travel with the group for one calendar year. This may be reduced to one month from the date of the infraction, if the participant successfully completes the Student Assistance Program or outside clinical assessment, and fulfills the recommendations of that assessment; this may come at the parent's expense.
- 2nd Offense: The 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.
- 3rd Offense: The participant is no longer allowed to participate or compete in activities at Mundelein Elementary School District 75.

Clubs and Activities 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.

Clubs and Activities Off-Campus

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.

Administering Medicines to Students

See Board Policy 7:270.

Food Allergy Management Program

See Board Policy 7:285.

The goal of Mundelein Elementary School District 75 is to provide a safe environment for all students, including those with life-threatening allergies. Although the focus of this policy is on food allergies, other life-threatening allergies including bee/insect stings, medications, and latex are also applicable.

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 Mundelein Elementary School District 75 to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps to reduce these risks and provides accommodations and proper treatment for allergic reactions. Protecting students with allergies is the shared responsibility of families, schools, and the community.

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) reducing the risk of 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 Mundelein Elementary School District 75's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

Food Allergy Plan for students with a food allergy is available on the Mundelein Elementary School District 75 website. This form is to be completed by the parent/guardian and physician and turned in the nurse's office each year.

Suicide and Depression Awareness and Prevention

See Board Policy 7:290.

Student Athlete Concussions and Head Injuries

See Board Policy 7:305.

Student Fundraising Activities

See Board Policy 7:325.

Student Records

See Board Policy 7:340.

The Mundelein Elementary School District 75 wishes to inform parents/students of the following information regarding student records.

Temporary and Permanent Records

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

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

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

1. The permanent record includes: basic identifying information, birth certificate, academic transcripts, attendance records, health records, scores received on high school-level State assessment tests, and information pertaining to release of the record. Additionally, the permanent record may include honors/awards and activities/athletics. No other information is placed in the permanent record. The permanent record is maintained for at least (60) years after the student has graduated, withdrawn, or transferred from the District.
2. The temporary record contains all other school student records. The temporary record includes: a record of release of information from the temporary records, scores received on elementary-level State assessment tests, home language survey, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*; biometric information, if any; health-related information; and accident reports. The temporary record also may include: other disciplinary information, family background information, intelligence test scores, aptitude test scores, achievement test results, psychological reports, honors/awards, athletics/activities, teacher anecdotal records, special education records, records associated with Section 504 plans, and other relevant information not required to be in the permanent record.

The temporary record will be reviewed for out-of-date information at least every four years, before transfer to the middle school and before transfer to the high school. The parent(s) will be notified of the intent to destroy any temporary records. They will be afforded the opportunity to obtain copies of all the records to be destroyed. The temporary record will be destroyed in its entirety five years after the student has transferred, graduated or otherwise permanently withdrawn from the school district.

The student permanent record will be maintained for a period of 60 years after the student has transferred, graduated or otherwise permanently withdrawn from Mundelein Elementary School District 75.

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

Right to Inspect and Copy Records

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

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

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

Access to Records

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

- Information may be released in connection with an emergency, as provided by law.
- The records of a student will be transferred by the School District's official records custodian to the official records custodian of another school district in which the student has enrolled or intends to enroll, upon request of the other school district, and within 10 days of receipt of the request. Parents/guardians will be given prior written notice and an opportunity to inspect and copy the records to be released and to challenge the contents, with the exception of academic grades and any reference to out-of-school suspensions or expulsions.
- Access will be granted to persons as specifically required by State or Federal law.
- Access is granted to school, District, or State Board of Education employees or officials with current demonstrable educational or administrative interest in the student, in furtherance of such interest. A school or District employee or official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health/medical staff and law enforcement unit personnel); a Board member; a person or company with whom the School District has contracted as its agent to provide a service instead of using its own employees (e.g., attorney, auditor, medical consultant, therapist, evaluator, data analysis/reporting firm, cloud computing providers and/or providers of educational software or apps, such as Google); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school or District employee or official has an educational or administrative interest if he/she needs the student record information in order to fulfill his/her professional responsibilities.

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

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

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

Challenge of Records

A parent/guardian or eligible student may challenge a record that he/she believes is inaccurate, irrelevant, or improper. To do so, the parent/guardian or eligible student should write to the District's Records Custodian and clearly identify the records to be challenged and the basis for the challenge.

A hearing may be requested and the School District's decision may be appealed. The right to challenge school student records does not apply to: (1) academic grades, or (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student's records are forwarded to another school to which the student is transferring. For more information about challenging student records, please contact the District's Records Custodian.

Rights Statement

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

Complaints

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

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

Student Directory Information

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

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

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

Using Photographs or Video Recordings

Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Students Taken by Non-School Agencies

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

Pictures of Students Taken by the District

Mundelein Elementary School District 75 may take photographs/slides, film, video and/or audio tape recordings of our students during classroom instruction, assessment, or other school-related activities that will be produced and used for educational purposes. This media may be used on a school-related website or school-related social media accounts and/or included in a school district or educational foundation related publication. Mundelein Elementary School District 75 may also release students' names/photos to the local media for honor rolls, athletic events, plays, concerts, or community projects (e.g. Relay for Life, etc.).

Photo/Video Opt Out Procedure

Photographs and videos of students and staff are taken throughout the school year to be used for the district website, e-newsletters, Principal's Blog, newspapers [both print and online], other district publications as well as the student newspaper and yearbook. The use of Mundelein Elementary School District 75 photos/videos for commercial or endorsement purposes is prohibited.

If you do not want your child photographed or videotaped for Mundelein Elementary School District 75 or student publications purposes, you must submit in writing a statement to the Public Information Officer. Please send an email to thart@d75.org with your request. Please include MEDIA RELEASE in the subject line and include a statement such as, "I do not want my child's name or image to be used by Mundelein Elementary School District 75."

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

Student Biometric Information Collection

See Board Policy 7:340

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

Restrictions on Publications and Written or Electronic Material

School-Sponsored Publications and Websites

See Board Policy 7:310.

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

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

Non-School Sponsored Publications And Web Sites Accessed Or Distributed At School

See Board Policy 6:235.

See Board Policy 7:310.

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, and (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 on-line (e.g., any website, social networking site, database for information retrieval, etc.).

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language or sexting as defined by school board policy and student handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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 may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Student Support and Building Resources

Assistant Principals

The Assistant Principals oversee attendance and behavioral issues that may impede academic success. The Assistant Principals also work to ensure a safe and secure learning community at Mundelein Elementary School District 75.

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. Students and parents can arrange to meet with their school counselor for information regarding college admissions, scholarships/financial aid and a variety of career opportunities.

School Social Workers

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

School Nurse

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

School Resource 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 cognitive functioning, academic achievement, behavior, and social/emotional functioning. Through tools such as classroom observation, testing batteries and interviews, 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.

District Registrar

The registrar's office is located in the District Office. The registrar keeps and maintains each student's permanent record. These records include student courses, grades and scores on college entrance tests. Students may request official transcripts through the registrar. There is no transcript request fee.

Lockers

All lockers will be secured by a Mundelein Elementary School District 75 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 Principals' Office. Damaging or defacing lockers may result in the student paying for the repairs.

Lockers may be inspected or searched at any time by school officials. Students are discouraged from bringing valuables to school. In the interest of safety, students may only use the locker that is assigned to them. Students should not share their locker combinations with other students. Unauthorized use of any Mundelein Elementary School District 75 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.

Mundelein Elementary School District 75 is not responsible for lost or stolen items. Though precautions are taken to guard against loss or theft, incidents of each occur. Students are urged to leave large quantities of money and valuable personal effects at home.

Textbooks

Mundelein Elementary School District 75 assigns a textbook to most courses. At the beginning of each term, the Textbook Distribution Room will be open for textbook distribution.

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

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

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

Media Center

Mundelein Elementary School District 75 has a large, well-equipped Media Center with computers and materials available for student use daily from 7am to 4:30 pm. Students may check out library materials for up to three (3) weeks at a time. Fines are assessed for overdue materials.

Cafeteria

Cafeteria services are available before school and throughout the lunch periods. Free and reduced price breakfasts and lunches are available to those who qualify. Application is to be made annually in the Business Office. Students are able to utilize their Mundelein Elementary School District 75 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.

Lost and Found

Articles found by students and adults in or around the building must be turned in to the Security Front Desk. Please visit the Security Front Desk to inquire about missing items.

COMMUNITY RELATIONS

Conduct on School Property

See Board Policy 8:30.

See Board Policy 8:40.

Visitors are welcome on school property, provided their presence will not be disruptive. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person shall injure, threaten, harass or intimidate a staff member, a School Board member, sports official, coach or any other person.

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 removal of any person who refuses to provide requested identification. As circumstances warrant, the Superintendent or designee shall take appropriate action to enforce this policy including requesting the person to immediately leave school property, contacting law enforcement, and seeking to deny future admission to school events or meetings according to provisions in Board policy 8:30 Visitors to and Conduct on School Property.

Visitors to and Conduct on School Property

See Board Policy 8:50.

Parent Involvement

There are many opportunities for parent involvement in Mundelein Elementary School District 75. Parents are encouraged to take an active role in their child's education. We wish to establish effective

two-way communication between all families, the schools, and the Board of Education. Parental input is sought on a significant school related issues. Parent education programs are offered throughout the school year. A parent coordinator is assigned to each school to support communication between home and school. All parent coordinators are fluent in English and Spanish. (Policy 8:95)

The following organizations coordinate parent volunteer services in the schools and raise funds for special programs for Mundelein Elementary School District 75.

Mundelein Elementary School District 75 PTO

In 2010 Mundelein Elementary School District 75's parent organizations joined together to form the Mundelein Elementary School District 75 Parent Teacher Organization. The Mundelein Elementary School District 75 PTO will allow School Mundelein Elementary School District 75 to strengthen its home – school connection by:

- Supporting parents as they move through Mundelein Elementary School District 75 schools
- Building strong collaborative bonds between school sites
- Using our parent resources in an effective and efficient manner
- Ensuring that each school's activities are organized and comprehensive

The Mundelein Elementary School District 75 PTO functions as a board consisting of a president, treasurer, secretary, a building facilitator from each school, and a district administrator. At each school building a group of 3 to 5 adults, led by the building facilitator, will work to support and implement the various building and/or district initiatives and activities.

School Parties

School parties are limited to three a year, as determined by the school, and will include the total class enrollment. Interest in these parties is enhanced through student planning and participation. Individual room parties should have the knowledge and approval of the building principal and classroom teacher. There is no food allowed at any school party.

Visitors to the School

The Board of Education welcomes and encourages visitors who share a common interest and concern in Mundelein Elementary School District 75 programs and operations. Primary responsibilities of District personnel in receiving visitors shall be student welfare, safety and the continuity of the educational program. All visitors must report to the school office upon their arrival at the school. District employees may request any person entering school grounds to identify him/herself and purpose. Classroom visitations may be arranged by contacting the building principal prior to the date of the visit.

The building principal will make arrangements for teachers to meet with visitors during the regular school day if, in the principal's judgment, such a meeting is necessary. It is the Board of Education's position that a teacher's preparation period is a designated part of the regular school day during which teachers have defined responsibilities. Therefore, it is recommended that the building principals attempt to schedule all meetings with visitors either before or after regular school hours. The lunch

period is not part of the regular school day, however, it is recommended that a meeting during lunch period be scheduled at the teacher's discretion only. (820 ILCS 147/25) School buildings and grounds are closed at dusk. Trespassing is prohibited. Persons on the premises without permission may be subject to arrest or prosecution.

School Visitation Rights Notice (820 ILCS 147/1 ET SEQ.)

An employer must grant an employee leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during nonworking hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave before the employee is allowed leave under this Act. Employees must make prior arrangements with their employers. The main office shall provide the parent(s)/guardian(s) with documentation of the school visitation. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

Parent Volunteers

See Board Policy 6:250.

See Board Policy 6:250.

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall follow Board policy 4:175, Convicted Child Sex Offender; Screening; Notifications, to establish procedures for securing and screening resource persons and volunteers. A person who is a sex offender, as defined by the Sex Offender Registration Act, or a violent offender against youth, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, Abused and Neglected Child Reporting.

School Visitation Rights Act (820 ILCS 147/15)

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

hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Accommodating Individuals with Disabilities

See Board Policy 8:70.

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

BOARD POLICIES

Board of Education

Board Policy 2:20 – Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.

10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board of Education members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841671

Board Policy 2:30 – School District Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841672

Board Policy 2:40 – Board Member Qualifications

A Board of Education member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for Board of Education membership.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841673

Board Policy 2:105 – Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any political activity during any compensated time, as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy. Limitations on Receiving Gifts Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee

shall intentionally solicit or accept any gift from any prohibited source, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. Catered means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. Intra-governmental gift means any gift given to a Board member or employee from another Board member or employee, and inter-

governmental gift means any gift given to a Board member or employee from an officer or employee of another governmental entity.

11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under 26 U.S.C. §501(c)(3).

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, Uniform Grievance Procedure. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Political activity means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, compensated time includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Superintendent shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office.

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Board Policy 2:110 – Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;

10. Administer the oath of office to new Board members; and
11. Serve as or appoint the Board's official spokesperson to the media.

The President may delegate some or all of these duties, except when State law prohibits the delegation. The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board. A vacancy in the Treasurer's office is filled by Board appointment.

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Board Policy 2:120 – Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including mandatory training.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement. New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.

4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

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Board Policy 2:200 – Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, Board of Education Meeting Procedure, governs meeting quorum requirements.

The Superintendent and Director of Human Resources are designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent and Director of Human Resources may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a

- specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
 3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
 4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi- adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
 5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
 6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
 7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
 8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
 9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
 10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
 11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
 12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
 13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
 14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
 15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses,

identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda. Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

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Board Policy 2:220 – Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, Types of Board of Education Meetings.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of abstain or present, or a vote other than yea or nay, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of abstain or present, or a vote other than yea or nay, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;

3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted yea and nay;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that:

1. an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and
2. a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, Board Member Oath and Conduct. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

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Board Policy 2:230 – Public Participation at Board of Education Meetings

For an overall minimum of 30 minutes during each regular and special open meeting, any person may comment to or ask questions of the Board (public participation), subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be a 20-minute minimum total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than three minutes.
3. Observe, when necessary and appropriate, the:
 - a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
 - b. Expansion of the overall minimum of 30 minutes for public participation and/or the 20-minute minimum total length of time for any one subject; and/or
 - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, Visitors to and Conduct on School Property.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

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Board Policy 2:250 – Access to District Public Records

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Freedom of Information Officer

The Superintendent shall appoint an employee, who may be himself or herself, to serve as the District's Freedom of Information Officer. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Definition

The District's public records are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a commercial purpose, requests by a recurrent requester, or voluminous requests, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a commercial purpose and fees, costs, and personnel hours in connection with responding to a voluminous request.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a voluminous request, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it. Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the Board of Education or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

Board Policy 2:260 – Uniform Grievance Procedure

Grievances brought pursuant to the "Contractual Agreement between the Mundelein Elementary Education Association, IEA-NEA and the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois" shall be presented in accordance with the terms and procedures set forth in the Contractual Agreement.

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her 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 (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, Uniform Grievance Procedure.

Investigation

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

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint

was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

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

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

Nondiscrimination Coordinator:

Shane McCreery Name

470 N. Lake Street, Mundelein, IL 60060 Address

smccreery@d75.org Email

847-949-2700

Telephone

Complaint Managers:

Jamie DiCarlo Name

Dan Swartz Name

470 N. Lake Street, Mundelein, IL 60060 Address

470 N. Lake Street, Mundelein, IL 60060 Address

jdicarlo@d75.org Email

dswartz@d75.org Email

847-949-2700 x 2005

Telephone

847-949-2700 x 2001

Telephone

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Operational Services

Board Policy 4:45 – Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (claim) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of the District's delinquent debt claim of no less than \$500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes the District more than five meals and/or snacks; (b) the Superintendent or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) the District requested the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, Free and Reduced-Price Food Services, and they either: (i) did not qualify, or (ii) refused to apply.
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
 - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, Waiver of Student Fees. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
 - b. If application for meal benefits pursuant to policy 4:130, Free and Reduced-Price Food Services, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, Free and Reduced-Price Food Services. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.
3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.

4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

Board Policy 4:110 – Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and 1.2 miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and 1.2 miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Parents may file a space available request to bus students to day care services on a daily basis from a provider located within the school district but more than 1.2 miles from the student's assigned school or where walking to school would constitute a serious hazard due to vehicular traffic or rail crossing.

A wait list will be maintained and space available requests will be filled after all students who are eligible for free transportation have been placed on buses to their homes. The District will not add buses to accommodate space available requests.

Parents shall pay a pro rata share of the cost for all space available busing. The fee for space available busing shall be set annually by the Board of Education based on the state's annual reimbursement transportation claim.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1.2 miles from the school attended.

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

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible. Generally, students will have one drop-off and one pick-up stop location. Students with dual-family custodial arrangements may be bussed to separate addresses if both qualify for free busing. Requests for change in stop locations

during the week will not be allowed absent a change in family circumstances. Requests for friends to ride the bus home or for students to change buses to go home with a friend are not permitted.

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

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

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

Pre-Trip and Post-Trip Vehicle Inspection

Each contract between the District and a private sector school bus company must require the company to have a pre-trip and post-trip inspection policy to ensure that no passenger is left behind or remains on the vehicle at the end of a route. The policy must require, at a minimum, that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

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Board Policy 4:120 – Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board of Education policy 6:50, School Wellness.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are participating schools.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's Smart Snacks rules when it offers competitive foods to students on the school campus during the school day. Competitive foods are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

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Board Policy 4:130 – Free and Reduced-Price Food Services

Notice

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

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family- size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and

(2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

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

Appeal

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

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

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

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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 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. The Board does not waive fees for band, chorus, intramural or interscholastic sports, clubs, and other voluntary activities. Scholarships may be available. Inquiries about scholarships should be directed to the principal.

Fees for textbooks technology, fifth grade Camp Duncan eighth grade promotion gowns, one uniform shirt for seventh and eighth grade physical education class, and for all K-8 curriculum-related field trips that occur during school hours and other instructional materials 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 following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees. 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 Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee 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 will give additional consideration where one or more of the following factors are present:

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

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 ISBE rule on waiver of fees.

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Board Policy 4:160 – Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

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

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Board Policy 4:170 – Safety

Safety and Security

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

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;

2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

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

School Safety Drill Plan

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

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel.

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education (ISBE). 29 Ill.Admin.Code Part 1500.

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved carbon monoxide alarms or carbon monoxide detectors,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

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

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841743

Board Policy 4:175 – Convicted Child Sex Offender; Criminal Background Check and/or Screen

Persons Prohibited on School Property without Prior Permission

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

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

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

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841744

Personnel

Board Policy 5:190 – Certification

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

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

The Superintendent or designee shall:

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841773

Instruction

Board Policy 6:15 – School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 8 and teachers.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841792

Board Policy 6:50 – School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation. Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

Schools will support and promote sound nutrition for students.

Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.

Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, Curriculum Content.

Goals for Physical Activity

The goals for addressing physical activity include the following: Schools will support and promote an active lifestyle for students.

Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.

During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.

The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, Food Services (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) Smart Snacks rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, Food Services, i.e., in-school marketing of food and beverage items must meet competitive foods standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

An assessment of the District's implementation of the policy

The extent to which schools in the District are in compliance with the policy

The extent to which the policy compares to model local school wellness policies A description of the progress made in attaining the goals of the policy

How the District will make the results of the assessment available to the public Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, Board Policy Development. Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, Communications To and From the Board and/or the Community Engagement subhead in policy 8:10, Connection with the Community.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841796

Board Policy 6:110 – Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

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

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

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

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841802

Board Policy 6:120 – Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term children with disabilities, as used in this policy, means children between ages 3 and 15 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

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

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841803

Board Policy 6:140 – Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841806

Board Policy 6:150 – Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options

for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841808

Board Policy 6:160 – English Language Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

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

program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841809

Board Policy 6:170 – Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

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

District-Level Parent and Family Engagement Compact

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

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and

parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated by Reference: 6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841810

Board Policy 6:190 – Extracurricular and Co-Curricular Activities

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. Co-curricular activity refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. Extracurricular activity refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor. Academic Criteria for Participation

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841812

Board Policy 6:235 – Acceptable Use of Electronic Networks

The District's technology resources are part of the educational curriculum and are not intended to be used as a public forum for general use.

Technology resources may include but are not limited to: the network, Internet services, wireless services, computers, personal digital assistants, digital cameras or video recorders, cell phones, student interactive response systems, web pages, intranets, search tools, software and other similar devices, software or services. Access to these technology resources is a privilege, not a right.

The Board of Education has a duty to ensure that the manner in which the technology resources are used does not conflict with the basic educational mission of the District. Use of the District's technology resources may be restricted in light of the maturity level of the students involved and the special characteristics of the school environment. Therefore, the District shall not permit the use of technology resources which:

- a. disrupts the proper and orderly operation of the district and discipline of the schools in the District;
- b. threatens the integrity or efficient operation of the District's computer network or technology resources;
- c. violates the rights of others;
- d. is socially inappropriate or inappropriate for a student's age or maturity level;
- e. is primarily intended as an immediate solicitation of funds;
- f. is illegal or for illegal purposes of any kind; or
- g. constitutes gross disobedience or misconduct.

The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

The Superintendent and Building administrators are authorized to implement this Policy and its Rules and Regulations, and to designate appropriate staff members to assist them in doing so. The Superintendent and Building administrators may also promulgate additional rules, regulations and other terms and conditions of technology resource use as may be necessary to ensure the safe, proper and efficient operation of the computer network, use of technology resources and the individual District schools.

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School 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. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

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

The District's electronic network is part of the curriculum and is not a public forum for general use.
Acceptable Use

All 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 (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

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

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

Authorization for Electronic Network Access

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

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

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

Access Privileges

The network manager shall recommend access levels to the Superintendent: one for administrators, one for teachers and the number necessary for students and parents based on student age and maturity. In an effort to maintain the highest security, the network manager shall maintain the lowest level of access necessary to perform the function for all users. The technical services coordinator shall maintain the confidentiality of all user ids and passwords.

The Student Information System Specialist shall grant user access to the student information system modules based on job assignments and internal controls to assure the protection of confidential student data in accordance with the Family Educational Privacy Rights Act.

Student Health record information shall only be made available to the nurse, the principal, and the student's teachers or supervisors on a need to know basis in accordance with the District's student health policies and the Health Insurance Portability and Protection Act.

Information regarding students eligible for free and reduced lunch shall be made available only to the Registrar, Food Service workers and the principal, in accordance with the National School Lunch program.

The Superintendent shall grant user access to the financial system and to the food service charge accounts based on an auditor approved system of internal controls.

The Superintendent shall approve any request for a review or search of an individual's email or electronic files in writing and notify the Board of the reason for the search.

The Superintendent shall approve any exception to the recommended levels of access and notify the Board of any exceptions.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841815

Board Policy 6:250 – Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and

the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;

5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, Convicted Child Sex Offender; Screening; Notifications, to establish procedures for securing and screening resource persons and volunteers. A person who is a sex offender, as defined by the Sex Offender Registration Act, or a violent offender against youth, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, Abused and Neglected Child Reporting.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841817

Board Policy 6:280 – Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

A miscalculation of test scores,

A technical error in assigning a particular grade or score,

The teacher agrees to allow the student to do extra work that may impact the grade, An inappropriate grading system used to determine the grade, or

An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841821

Board Policy 6:340 – Student Testing and Assessment Program

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

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

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

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, Student Records, and its implementing procedures govern recordkeeping and access issues.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841825

Students

Board Policy 7:10 – Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841827

Board Policy 7:15 – Student and Family Privacy Rights

Surveys

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

Surveys Created by a Third Party

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

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

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

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

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

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

Instructional Material

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

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

Physical Exams or Screenings

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

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

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

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

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

1. Book clubs, magazines, and programs providing access to low-cost literary products.
2. Curriculum and instructional materials used by elementary schools and secondary schools.
3. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
4. The sale by students of products or services to raise funds for school-related or education-related activities.
5. Student recognition programs.

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

Notification of Rights and Procedures

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

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

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

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841829

Board Policy 7:20 – Harassment of Students Prohibited

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; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

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

Making a Complaint

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Shane McCreery Name

470 N. Lake Street, Mundelein, IL 60060 Address

smccreery@d75.org Email

847-949-2700

Telephone

Complaint Managers:

Jamie DiCarlo Name

Dan Swartz Name

470 N. Lake Street, Mundelein, IL 60060 Address

470 N. Lake Street, Mundelein, IL 60060 Address

jdicarlo@d75.org Email

dswartz@d75.org Email

847-949-2700 x 2005

Telephone

847-949-2700 x 2001

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

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

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting, in addition to any response required by this policy.

Enforcement

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

Board Policy 7:50 – School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, Accelerated Placement Program.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

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

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter:

(a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

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.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

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 or designee. 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.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841841

Board Policy 7:60 – Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in 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.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

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.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Nonresident Student Admission

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school. Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student. Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education 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.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841834

Board Policy 7:70 – Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy

6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

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Board Policy 7:80 – Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841836

Board Policy 7:90 – Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841837

Board Policy 7:100 – Health, Eye, and Dental Examinations and Immunizations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grade 6. As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 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 October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

Dental Examination

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

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental

examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

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

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

Homeless Child

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841838

Board Policy 7:140 – Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable 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. School authorities are also authorized to conduct drug and/or alcohol testing of an individual student with or without parent(s)/guardian(s) permission when there are reasonable ground for suspecting that the student is violating Board of Education Policy 7:190 prohibiting possession, use or being under the influence of drugs and/or alcohol while on school grounds or at school-related activities. A determination of whether there are reasonable grounds to suspect a student of using or being under the influence of drugs and/or alcohol on school grounds or at school-related activities will be based on observation of the student's behavioral and physical symptoms of drug and/or alcohol use. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841840

Board Policy 7:160 – Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook(s).

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841842

Board Policy 7:180 – Prevention of and Response to Bullying, Intimidation, and 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety,

(iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

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

bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

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

Nondiscrimination Coordinator:

Shane McCreery Name

470 N. Lake Street, Mundelein, IL 60060 Address

smccreery@d75.org Email

847-949-2700

Telephone

Complaint Managers:

Jamie DiCarlo Name

Dan Swartz Name

470 N. Lake Street, Mundelein, IL 60060 Address

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847-949-2700 x 2005

Telephone

847-949-2700 x 2001

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student 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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

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

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

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

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

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

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

The evaluation process may use relevant data and information that the District already 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 Behavior. 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; Elementary Schools. 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.

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Board Policy 7:185 – Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841845

Board Policy 7:190 – Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical

cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. 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.
 5. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
 6. Using or possessing an electronic paging device. 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 powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (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.
 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430ILCS65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

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

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

Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out and Physical Restraint)

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841846

Board Policy 7:200 – 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

The Superintendent or 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 the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. After an investigation and the determination to suspend a student, a timely phone call to the student's parents(s)/guardian(s) will be made.
4. An attempted phone call to the student's parent(s)/guardian(s).
5. 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. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
- c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
- d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
- e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That 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.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 6. 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.
- 7. 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 its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or 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. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841847

Board Policy 7:210 – Expulsion Procedures

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 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 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.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841848

Board Policy 7:220 – Bus Conduct

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

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 a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee 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 Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the

vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841849

Board Policy 7:230 – Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841850

Board Policy 7:240 – Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, Student Behavior. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 and 8 participating in these programs.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841851

Board Policy 7:260 – Exemption from Physical Education

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

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

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

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

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841854

Board Policy 7:270 – Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian 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 (SMA Form) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

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

Self-Administration of Medication

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

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

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

School District Supply of Undesignated Epinephrine Injectors

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

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

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

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

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

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited.

The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a

prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

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

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

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

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

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

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841854

Board Policy 7:285 – Food Allergy Management Program

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, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

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 injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools, available at: www.isbe.net/Documents/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841857

Board Policy 7:290 – Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, Staff Development Program and Tuition Reimbursement, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and

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

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, Board Policy Development. Information to Staff, Parents/Guardians, and Students

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

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities

Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

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

Most recent version: https://www.boardpolicyonline.com/?b=mundelein_esd_75&s=841858

Board Policy 7:300 – Student Athlete Concussions and Head Injuries

Insert here.

Board Policy 7:305 – Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including

- without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its Protocol for Implementation of NFHS Sports Playing Rules for Concussion, which includes its Return to Play (RTP) Policy. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require all student athletes to view the IHSA video about concussions.
 4. Inform student athletes and their parent(s)/guardian(s) about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 5. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.
 7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

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Board Policy 7:325 – Student Fundraising Activities

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

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

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

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

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Board Policy 7:340 – Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child; however, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

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

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Community Relations

Board Policy 8:50 – Visitors to and Conduct on School Property

The following definitions apply to this policy:

- School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.
- Visitor - Any person other than an enrolled student or District employee.

All visitors must sign a visitors' log, 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/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, 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.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, 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 made at the appropriate building. 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 perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school 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 impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing Ashley's Law.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. 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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s).

Enforcement

Any staff member may request identification from any person on school property; 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 ten 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.

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Board Policy 8:70 – Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board of Education, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

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APPENDIX

School Calendar 2020-2021

School Directory 2020-2021

District Map