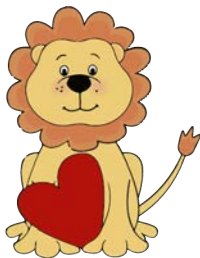




Mundelein Elementary School District 75

Student/Parent Handbook

District Office
470 North Lake Street
Mundelein, Illinois 60060-1825
(847) 949 - 2700



Lincoln
Early Learning Center
(Pre-K)

200 W. Maple Ave.
Mundelein, IL 60060
847-949-2720



Washington
Elementary School
(K-2)

122 S. Garfield Ave.
Mundelein, IL 60060
847-949-2714



Mechanics Grove
Elementary School
(3-5)

1200 N. Midlothian Rd.
Mundelein, IL 60060
847-949-2712



Carl Sandburg
Middle School
(6-8)

855 W. Hawley Street.
Mundelein, IL 60060
847-949-2707

“Building Bright Futures Together: Committed to the success of every student.”



The 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 students' teacher directly to notify them of the need for assistance.

In addition, the handbook has been prepared to outline the broad policies of school operation and to be used as a ready reference in answering specific questions.

For additional questions and concerns, please visit the District website: Mundeleinschools.org.

Please Note: *Updates to this document will be indicated through the revision date. Therefore, you are advised to download the latest version from the website.*

Announcements of regularly scheduled school and District events (and other special activities) appear in the school and district e-newsletters, powerschool pages and on the District website.

Photographs and videos of students and staff are taken throughout the year to be used for the District website, e-newsletters, social media, newspapers/news sources (both print and online editions), and other District 75 publicity purposes.

Please Note: *If you do not want your child's image or name to be used on district websites or social or news media promotions, please make a statement to that effect and email it to your student's building secretary and/or administrator.*

How to Contact a Staff Member

Lincoln Early Learning Center (Pre-K): 847-949-2720

Washington School (K-2): 847-949-2714

Mechanics Grove School (3-5): 847-949-2712

Carl Sandburg Middle School: 847-949-2707

Mundelein Elementary School District 75 Central Office: 847-949-2700





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GENERAL INFORMATION



Board of Education

Elected Members	
President	Kristie Fingerhut
Vice President	Raymond Rose
Board Secretary	Eric Billitier
Board Member	Georgi Aguirre
Board Member	Alvin Hitzke
Board Member	Emily Karl
Board Member	*OPEN (July 2023)



Policies ([D75 Policy Manual](#))

The policies of the Mundelein Elementary School District #75 Board of Education protects 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.mundeleinschools.org. No statement within this handbook is intended to supersede Board of Education policy. (105 ILCS 5/10-20.5)

Duties ([Board Policy 2:20](#))

Election ([Board Policy 2:30 & Policy 2:40](#))

Ethics and Gift Ban ([Board Policy 2:105](#))

Membership ([Board Policy 2:110](#))

Board Member Development ([Board Policy 2:120](#))

Meetings ([Board Policy 2:200 & 2:220](#))

- Board Meeting Dates, times and locations are located on our [district webpage](#).

Public Participation at Board of Education Meetings ([Board Policy 2:230](#))

Access to District Public Records ([Board Policy 2:250](#))

Budget ([Board Policy 4:10](#))

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. It is the policy of Mundelein Elementary School District 75 that no person on the basis of color, race, nationality, religion, sex and/or sexual orientation.

D75 Vision / Mission:

Mundelein Elementary School District 75:

- *“Building Bright Futures Together: Committed to the success of every student.”*

Lincoln Early Learning Center (Pre-K):

- *“Building a community for our youngest learners.”*

Washington School (K-2):

- *“Aspire to live and learn with Eagle Pride.”*

P = Place Where All Belong

R = Regulate, Relate & Reason

I = I Feel Seen & Heard

D = Developing Collaboration

E = Elevating Learning for the Washington Community

Mechanics Grove School (3-5):

- *“Inspiring kind leaders; preparing for bright futures.”*

Our school vision is to Lead the PACK!

P = Be Proactive

A = Achieve your Goals

C = Act with Courage

K = Choose Kindness

Carl Sandburg Middle School:

- *“Committed to Success, prepared for a future of possibilities.”*

Our school vision is to Live the Tiger CODE!

C = Creating **C**ommunity

O = Taking **O**wnership

D = Engaging in **D**iscovery

E = Using Effective **E**ffort

Personnel Certification ([Board Policy 5:190](#))

School Accountability ([Board Policy 6:15](#))

Every Student Succeeds Act (ESSA)

([Board Procedure 4:170-AP5](#))

The 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.

FEES & REGISTRATION

School Year Student Fees

School fees are subject to change annually. Please refer to the district website or call the District Office at 847-949-2700.

Students who are fully registered by May 1 will receive an early bird discount of \$25 per child off the registration fees. Fully registered means:

- Online registration completed
- Proof of residency provided
- Birth Certificate provided, if new to District



Registration fees are not due until August 1 of each year. You can register now and pay later or pay now if it is more convenient. Fee Waiver applications will be available after July 15 and must be returned to the Business Office by August 30 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:

- 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.
- All charges and deposits collected by a school for use of school property (e.g. locks, towels, laboratory equipment).
- 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).

- Charges or deposits for uniforms and/or equipment related to varsity sports, intramural sports, or fine arts programs.
- Charges for supplies required for a particular class (e.g. consumable workbooks, laboratory or art supplies).
- School records fees.
- School health services fees.

Please Note: Registration, course fees, and past due balances must be paid BEFORE athletic, intramural, and other fee payments will be accepted. Please see the district website for specific information about other fees.

School Enrollment, Admission, and Student Transfers ([Board Policy 7:50](#) & [Board Policy 7:100](#))

Residency

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

1. 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.
2. If you are unable to provide one of the following documents, you will need to obtain a **Residency Verification Form** from the district and have it completed by the owner of the residence where the child resides (lives and sleeps) on a full time basis.
3. 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, The parents/guardians name and address must appear on these documents.

CLEAR Batch Residency

1. 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.
2. 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 school year, and there will be no need to submit any additional paperwork to certify that the student lives within the district's boundaries.
3. In other cases, the CLEAR Batch system may identify inconsistencies in public records and those households will receive an email in June to indicate that you will need to provide documentation to verify your student's residency within the district.
4. **Parents must bring in documentation to verify your student's residency to the district office located at 470 N. Lake St.**
5. If you have any questions about the residency verification process, please contact the District Office.

For more information, please contact the D75 Registrar 847-949-2700 ex. 2014

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 and Health Office

The district observes the statute that requires a certified copy of a child's birth certificate, or other reliable proof of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate is submitted within 30 days of enrollment. 325ILCS 50/5 (b)

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. This should be completed by the time of registration
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 to their child's school.

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.

Registration

All current students must register in the spring for the next school year. InfoSnap codes will be emailed to each family before the first week in March. Proof of Residency is required at time of registration each year if you have moved from the original address you registered with.

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.

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.

Residency ([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.

Tier 1 Activities Fees (Extra-curricular)

Tier 1 Activities (extra-curriculars) include: the interscholastic sports of basketball, cheerleading, cross country, pom poms, soccer, track, volleyball, wrestling, band, musical, and robotics. Tier I activities 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 applied when they pay the registration fees. There is a \$375 maximum fee per student for Tier I Activities.

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

For Students who do not qualify for transportation, parent paid transportation 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. To utilize space available bussing, Parents shall pay a fee equal to the annual per-pupil student cost listed on the District's most recent Illinois State Board of Education Transportation Claim.

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 ([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. The District's fee for insufficient/returned checks is \$25.

Student Accident Insurance ([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.

Food Service Program ([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.

For those lunch accounts that have reached a negative level, the parents/guardians will be contacted and will 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 Arbor Food Service (district's contracted food service vendor), (847) 949-2700 ext 6024.

Questions concerning payment of fees, insufficient funds or information on Free or Reduced meals should be directed to the Business Office (847) 949-2700 Ext. 2014.

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

**open annually as of July 15th.*

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. You can also apply online at <https://www.nlappscloud.com/>.

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 SNAP, TANF or MEDICAID cards are immediately accepted.

Waiver of Student Fees ([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).

Cafeteria/Lunch Rooms

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.

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.

POLICIES & PROCEDURES

Attendance Procedures ([Board Policy 7:70](#))

Philosophy: Regular attendance is required and necessary to develop the academic and intrapersonal skills needed for success in school. Student attendance is a responsibility shared by all school personnel and the expectation to attend class should be communicated to each student.

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.

For students the age of sixteen and under, attendance is required by state law, which states that a child be present for five clock hours of instruction to be given a credit for a full school day of attendance. Please note, parents and guardians should closely monitor their student(s) attendance patterns since habitual attendance violations could result in legal action.

In addition, we encourage our families to schedule doctor and dentist appointments outside of school hours to reduce time out of school. Absences from class can have a negative impact on learning and may affect a student's performance and final grade.

Mundelein Elementary School District 75 strongly discourages extended leaves of absence and vacations when school is in session.

Parents are requested to call the school to report an absence for their student before the start of the school day.

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.

Notes & Communication Required

The school requires notes from parents or guardians:

- In case of absence.
- In case of tardiness.
- In case of special dismissals.
- For all field trips.
- For participation in extracurricular programs under the direction of the school. Staying in from recess. Notes of this nature will be given to coaches or supervising staff.

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 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.

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 and family to consult with teachers and arrange to make up missed work. In cases of extended illness, the school will provide homework assignments upon request by parents.

Excused Absences: 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. 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 sleeping in, baby-sitting, shopping trips, personal vacations etc.

Parents are urged to consider the possible harmful effects upon the school life and school work of their children when choosing to take a vacation when school is in session. Valuable as travel experience may be, the student's education may be hindered by missing school activities.

Mental Health Days: Students across Illinois are now allowed to take 5 mental health days each school year. Students may be referred to appropriate school personnel after the second mental health day.

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,



date, reason for absence, and the name of the person making the call are given in the message.

It's the parent's responsibility to make sure a call is received by the beginning of the school day of the absence. Failure to report an absence may result in the absence remaining unexcused.

A Doctor's note must be presented to the attendance office if a child is absent for more than 3 days due to illness. Failure to report an absence on the day of absence can result in disciplinary action, and/or no academic credit for the school day.

If a building does not have any home communication update, D75 building secretaries call and/or email home throughout the school day when a student is marked unexcused to alert their family to contact the school immediately.

Tardy Policy

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.

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, frequent automobile problems, missing the bus, etc. are not considered emergencies.

- I. **PK-5th grade:** If a student is tardy, a parent must walk them into the building to sign them in at the front office.
- II. **6th-8th grade:** A student will be designated as being 'tardy' if they are (1) late to school in the morning for 1st period; (2) late for any class period during the school day.

Note: 'Late' meaning arriving at school/classroom after the bell has rung.

- **3x during a trimester** = the student and parent/guardian shall receive an official written warning (mailed and/or emailed home).
- **5x** = Tardy Action Plan completed with School Administration & Social Worker.
- **6x** = Morning or After School Detention issued to student.
- **7x** = Restorative Action Plan to give back to school.
- **8+** = Parent or legal guardians will be called into the school for a conference and appropriate consequences will be given.

Leaving/Entering the Building during school day:

The parent or legal guardian must be buzzed into the building and sign their student in or out at the main office.

Truancy/Unexcused Absences ([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 "truant" is defined as a child who is subject to compulsory school attendance



and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 176 school days (ilga.gov).

- **Valid cause:** for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, attendance at a civic event, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student (ilga.gov).
- **Chronic or habitual truant:** shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 176 regular attendance days (ilga.gov).
- **Truant minor:** is defined as a chronic truant 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 (ilga.gov).

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, theater, 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 ([Board Policy 7:80](#))

Release During School Hours ([Board Policy 7:90](#))

Code of Conduct ([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 student is required to follow the school's code of conduct on a year-round (12 month) basis.
- 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.
- The school district shall determine minimum penalties for violation of any provisions of its code of conduct, including:
 - all out-of-season offenses and any other unacceptable conduct contrary to the ideals, principles, and standards of the school district.

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, 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.

Student Dress Code

Mundelein School District 75 expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Our expectation is that parents and guardians are



responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities.

The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

If for cultural, ethnic or religious reasons, or hygiene reasons, a student needs to wear a head covering, a head covering is allowed.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities (i.e. graduation, dances, sporting events etc.). Student athletic apparel will be defined by safety and competitive performance standards. Students who feel they have been subject to discriminatory enforcement of the dress code should contact Building Administration.

Our Dress Code Values

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own

personal "distractions" without regulating individual students' clothing/self expression.

- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our Dress Code Goals

Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).

Allow students to wear clothing:

- their choice that is comfortable
- expresses their self-identified gender
- represents religious attire without fear of discipline or discriminations.

Prevent student from wearing:

- clothing or accessories with offensive images, language and/or can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing



fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others (including profanity, hate speech, and pornography).

- clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.

1. Basic Principal

- Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students MUST wear* (while following the basic principle of Section 1 above)

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND shoes/sandals.
- Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes are permitted (for example, athletic shoes for PE).

3. Students have the option to wear* (as long as these items do not violate Section 1 above)

- Headwear in general should not be worn, however, exceptions for religious, medical or cultural reasons will be made.
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajama pants
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops (as long as breasts are not exposed)
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above & as long as underwear and buttocks are not exposed).

4. Students CANNOT wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.



- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

5. **Dress Code Enforcement:** Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided school available options to be dressed more to code during the school day. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students will be asked to put on their own alternative clothing (if already available at school, to be dressed more to code for the remainder of the day)
- If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. In order to avoid the potential of shaming, staff should discuss dress code violations with discretion and privately.

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 Device 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-a-likes” 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 theater, 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.

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.



Student Behavior *(Board Policy 7.190)*

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and equality for students and staff; (2) foster a positive learning environment that is weapons-free, and drug-free; (3) maintain the security of school property and the property of others; (4) practice collaborative problem solving when addressing student misbehavior, helping every child find success; (5) model and teach students positive behavioral skills to become independent, self-disciplined citizens in the Mundelein school community and society.

Student Discipline Policy *(Board Policy 7.190)*

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.

Restorative Practices & Additional Disciplinary Actions

Mundelein School District 75 strives to collaboratively problem solve with students who violate school rules and/or policies as part of our disciplinary action. Through restorative practices, students (and their families), District staff and administration process through reflecting, repairing and retooling student decision-making. These conversations and meetings help us partner with

our students in hopes of celebrating positive decision-making.

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 *(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 fully implements and enforces each of the following Board policies:

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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:
 - Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - 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.
 - Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.



10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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 Administrative designee 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.

Misconduct by Students with Disabilities [\(Board Policy 7:230\)](#)

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.

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.

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.

Isolated Time-Out

The schools will not use isolated time out as a behavior intervention with students. "Isolated time means the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out will be limited to instances in which the student's behavior poses an "imminent danger of serious physical harm."

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.



Physical Management, Physical Restraint, and Physical Guidance

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, in instances in which the student's behavior poses an "imminent danger of serious physical harm."

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.

"Physical Guidance" of a student is defined as physical support, hand over hand assistance, or physical modeling necessary to support student learning, developmental needs, or disability needs. It is not punitive or disciplinary, but utilized to support student functional skills and learning.

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 ([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:
 - Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - Any anabolic steroid unless being administered in accordance with a physician or licensed practitioner's prescription.
 - 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.
- 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.
 - 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.
 - "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.
 - 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 a non-school issued cell phone, video recording device, or personal devices 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 *(Board Policy 7:190)*

- **K-5:** See [Appendix A](#)
- **6-8:** See [Appendix B](#)

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 *(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 (ISS)

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 (OSS)

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. 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:

For a suspension of 3 school days or less: an explanation that the student's continuing presence in school would either pose a threat to school

safety and/or a disruption to other students' learning opportunities.

For a suspension of 4 or more school days: an explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted. Such as to whether school officials attempted other interventions or determined that no other interventions were available for the student, and that the student's continuing presence in school would either:

- Pose a threat to the safety of other students, staff, or members of the school community, or
- Substantially disrupt, impede, or interfere with the operation of the school.

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.

Note: *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 ([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 ([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 classroom. 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 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 drivers 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:

- Stay seated
- Use respectful language
- Keep your hands and feet to yourself
- Respect Property
- 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 the 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 (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.

Please Note: If there are severe disciplinary concerns, the driver has the right to pull the bus over until the bus ride is safe to continue (text/sms alerts are sent from Lakeside Transportation if this occurs).

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:

- Prohibited student conduct as defined in School Board policy, 7:190, Student Discipline.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 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 [*\(Board Policy 4:110\)*](#)

The District shall provide free transportation for any student in the District who resides: (1) at a distance of 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 the 1.2 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.

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 per pupil student cost listed on the District's Illinois State Board of Education Transportation Claim.

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 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 [\(Board Policy 7:220\)](#)

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.

Harassment of Students Prohibited

(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.

Environmental Quality of Buildings and Grounds

(Board Policy 4:160)

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

Pesticide Application Procedures

(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, notices 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.

Moveable Soccer Goal Safety Act

(Board Policy 4:170)

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.

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

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. 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.

Note: 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

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.

Restrictions on Publications and Written or Electronic Material

School-Sponsored Publications and Websites ([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 (*Board Policy 6:235 & 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.



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."

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 [\(Board Policy 7:340\)](#)

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendations 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.

Textbooks

Mundelein Elementary School District 75 may assign textbook(s) to courses. 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.

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.

Lost and Found

Articles found by students and adults in or around the building must be turned in to the front office for each building. Please visit or call our school secretaries for more information.



EMERGENCY **INFORMATION &** **SCHOOL SAFETY**

Information During Emergencies

The police/fire department chief official or the District 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 website](#) 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.

School Safety ([Board Policy 4:170](#))

The safety of our children is a continuing responsibility of home, school, and community. Please urge your children to **1)** go to and from school by the safest, most direct route, without loitering; **2)** use the sidewalks when walking, and cross only at marked intersections; **3)** use the sidewalks, except in the business district, for bicycling; **4)** use the right side of the road where no sidewalk exists; **5)** await the school bus in an orderly manner; and **6)** younger children should always be escorted across train tracks by a responsible adult and everyone should cross tracks only in designated areas when it is safe to do so; and **7)** understand what to do in the event schools must close early and students must be sent home before the usual dismissal time.

Our school entrance doors are equipped with keypads and camera monitors. Please ring the bell and identify yourself to the door monitor. Parents and visitors are asked to sign in upon entering the building and wear identification name tags throughout their stay in our buildings. Parents and visitors also need to sign out when exiting our facilities and return identification name tags.

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.

Emergency School Closing ([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 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 district website (www.mundeleinschools.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.

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 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. Each building has a crisis plan and a trained crisis team. The district follows the ALICE training protocol. Information can be found at: www.alicetraining.com.

Drills: Fire, Tornado, Lockdown & 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](http://www.AmericanRedCross.org)
- [Homeland Security](http://www.HomelandSecurity.gov)
- [Federal Emergency Management Agency](http://www.FederalEmergencyManagementAgency.gov)
- [American Academy of Pediatrics Family Readiness Kit](http://www.AmericanAcademyofPediatrics.org/FamilyReadinessKit)
- [CDC Pandemic Fl](http://www.CDC.gov/PandemicFlu)



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 [District website](#).
- 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.

Abused and Neglected Child Reporting [\(Board Policy 5:90\)](#)

Convicted Child Sex Offender; Criminal Background Check and/or Screen [\(Board Policy 4:175\)](#)

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](#). 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](#).

Search & Seizure [\(Board Policy 7:140\)](#)

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 computers, is owned and controlled by the District and the District may make reasonable regulations regarding its use.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety, or welfare of the District, its employees and students, without notice to or consent of the student, and without a search warrant.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.



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.

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.
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 or designee. 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.

Safe & Drug-Free Schools ([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.

District schools participate in Red Ribbon Week activities to learn about the negative effects of smoking, drugs, and alcohol.

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.

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

District 75 implements Concussion Safety Protocols compliant with board policy 7:305 including:

1. An established Concussion Oversight Team consisting of the middle school principal, assistant principal, athletic director and middle school nurse.
2. Return-to-Play Protocols
3. Return to Learn Protocols
4. Required training for all coaching staff
5. Students and Parents read, sign and return all concussion protocol documents and view all necessary materials before athletic participation may occur.

Note: For more detailed information, we encourage all D75 families to refer to the board policy link above.



HEALTH SERVICES

School Wellness ([Board Policy 6:50](#))

Health

An R.N./IL Certified School Nurse, Registered Nurses and Health Aides 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.

Examinations & Immunizations (Hearing, Physical, Dental & Vision) ([Board Policy 7:100](#))

Immunizations

The state of Illinois requires that all students be fully immunized by October 15th, or that child will be excluded from school until proof is received that the child has received the required immunizations, unless it is medically contraindicated. A letter from the healthcare provider is needed in these circumstances.

Pre-K Requirements:

Students entering Pre-K are required to have:

- Diphtheria, Tetanus and Acellular Pertussis (DTP or Dtap) – 3-4 Doses (4th dose after 4 years of age)
- Polio (IPV) -3- 4 Doses (4th dose after 4 years of age)

- Measles, Mumps, Rubella (MMR) – 1 Dose
- HIB – 3 doses
- Pneumococcal (PCV) - per age requirement
- Hepatitis B – 3 doses
- Varicella (Chicken Pox) – 1 dose

Kindergarten Requirements:

Students entering kindergarten are required to have all of the above immunizations AND:

- Diphtheria, Tetanus and Acellular Pertussis (DTP or Dtap) – 3-4 Doses (4th dose after 4 years of age)
- Polio (IPV) -3- 4 Doses (4th dose after 4 years of age)
- Measles, Mumps, Rubella (MMR) - 2 Doses
- Varicella (Chicken Pox) – 2 doses

6th grade Requirements:

All of the above requirements for a Kindergartner student AND:

- Tetanus, Diphtheria, and Pertussis (Tdap or Adacel or Boostrix) - 1 dose
- Meningococcal Conjugate (MCV4 for Meningitis) - 1 dose (on or after 11 years of age)

Required Screenings

To be done by the medical healthcare provider during the physical examination:

- Lead screening - required for admission to Pre-K or kindergarten
- Diabetes screening
- TB skin test for children in high risk groups only



Hearing and Vision Screening at school

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. Parents will only be notified if their child fails a screening and a rescreening. A letter will be sent home to parents when a student requires followup either with an optometrist or ophthalmologist, MD or audiologist. These forms are to be completed by the physician and returned to the school nurse. Children who have a completed and signed Illinois Vision Exam that was administered in the previous 12 months, will not be screened unless it is requested by the parent or a teacher(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 (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 an ophthalmologist) for children entering kindergarten or enrolling for the first time in public, private, or parochial elementary school in Illinois. It must have been completed within one year prior to the school start date. This does not include the vision screening their health care provider does during their physical examination. Students must provide proof of the required eye examination to the school by October 15th of the school year or , the school may withhold the

child's report card. The Illinois Eye Exam Form can be found on the district website.

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 it 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 or 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. The Illinois Dental Exam form can be found on the district website.

Physical Examination

A complete physical examination is required for all students (immediately) prior to their entrance into PreK, kindergarten, and sixth grade. If a child does not comply by October 15 then that child will be excluded from school until such time as the child presents proof of having had the physical examination . The Illinois Physical Examination form can be found on the district website.

Extracurricular Physical Examination

Physical examinations will also be required of the students who take part in the extracurricular program. The Illinois Sports Physical can be found on the district website.

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.

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 before the student may start school.

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.

Parents or legal guardians 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 an objection is made, a written and signed statement from the parent or legal guardian, signed by the student’s physician, 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 Health Office or main office.

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:

- fever of 99.6 or above
- nausea or vomiting
- skin rash or sores
- inflamed or swollen eyes
- red or swollen joint
- diarrhea
- flushed face
- unusual pallor
- coughing
- sore throat
- headache

Keep your child home for a minimum of 24 hours after an elevated temperature has returned to normal without fever-reducing medications. 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 a minimum of 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 all live lice 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 for at least 24 hours, without the aid of fever-reducing medications, 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, Covid or other Virus Epidemic, D75 buildings continually practice:

- 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 any virus 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.
- Mask Wearing when needed and social distancing

Parents should prepare for the possibility of school closing because of illness on the advice of public health officials. Due to the fact that the pandemic virus may be easily spread from person-to-person, it may be unsafe during these times 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 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 or Covid-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 or Covid

- Fever
- Nasal congestion or runny nose (without an explained diagnosis such as allergies)
- Sore Throat
- Fatigue
- Muscle or body aches
- headache
- Cough
- Some individuals may have vomiting and diarrhea, though this is more common in children than adults.

Note: It's important to understand that not everyone with the flu will have a fever.

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 been ill and your child starts feeling poorly, 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.

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 on our [District webpage](#).

Personal Health, Safety Education & Sexual Education

In Kindergarten through fifth grades, the physical education teachers will present comprehensive personal health and safety education using materials, visual aids, and discussion. Parents or guardians can contact the teacher with questions.

Sixth, seventh and eighth grade health teachers will present a comprehensive sexual education unit in physical education or Health classes. Parents or guardians can contact the teacher with questions.

Any parents wishing to have their child excused from any part of personal health and safety and sexual education units may do so by sending a written request to their child's teacher..

Medication Policy & Procedures 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 on the district's Medication Authorization form (found on the school's website under "Health" tab) 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. It is the parents' responsibility to contact their student's building nurse and to see that medication is brought to the school in a container accurately labeled by the pharmacy or physician and given to the nurse.
3. Parents of children with Emergency Injectable Medications are requested to accompany their children on all field trips. Some conditions/medications require a parent or a designated, trained person accompany the student on all field trips, such as with seizure disorders.
4. The medication order must be renewed at the beginning of each school year.
5. 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.
6. 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.

Medications While on Field Trips

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 Field Trips", which is available from the School Nurse's office. Please contact the school nurse at your child's school if you have any questions about this.

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 backup 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 and must be kept in the Health Office and administered by designated personnel. 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. 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, completed on the Medication Authorization form and signed by the parent/guardian and medical provider.

1. No O.T.C. medication shall be taken along on a field trip unless specifically requested by the parent
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 or Health Aide 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. Mundelein Elementary School District 75 retains the discretion to reject requests for the administration of medication.

Automatic Electronic Defibrillators (AED) [\(Board Policy 7:470\)](#)

AED'S have been placed near each gymnasium in our schools. Principals and selected teachersThe nurses and additional staff have been trained in the proper use of the equipment.

Note: Parents are encouraged to learn the proper use of AED devices by viewing the video posted on the [Illinois High School Association's website](#).

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](#).**

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

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



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, latex, among others, 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.](#)

3. Complies with State and federal law and is in alignment with Board policies.

A Food Allergy Plan for D75 students is available on the Mundelein Elementary School District 75 website. This form is to be completed by the parent/guardian and physician and should be turned into the nurse's office each year.

STUDENT SERVICES

Special Education & Multi-Tiered Systems of Support ([Board Policy 6:110](#) & [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.

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

All screenings, evaluations, and services are provided at no cost to the parent. If you would like any further information regarding special services in District 75, please contact- 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 regularly at Lincoln Early Learning Center located at 200 W Maple Ave. in Mundelein.

Appointments can be made by calling (847) 949-2700. Screenings are also available in Spanish.

Preschool for All (PFA)

As a result of preschool screening, children ages 3-5 may qualify for the district's at-risk preschool program, "PFA." This program meets for half-day sessions five days per week (M-F) at Lincoln Early Learning 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.

PFA classes are available in both English and Spanish/English. Some students screened may be referred to the District's Early Childhood Assessment Team (ECAT) for further evaluation.

Multi-Tiered Systems of Supports (MTSS) Service Delivery Model

In order to provide the most effective education for all students, we utilize a Multi-Tiered Systems of Supports (MTSS) model with varying levels of support.

The MTSS 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, reading

benchmark assessment, and/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 consistently progress monitored and their need for continued or increased Tier 2 intervention services is regularly reviewed by the school's Data Review Team (DRT).

Students receiving the maximum level of Tier 2 intervention services and continuing to struggle to make academic progress are referred to the building-level Individual Problem Solving Team (IPS). Parents are invited and encouraged to participate in IPS meetings regarding their child. Students in IPS are considered in Tier 3 intervention.

The Individual Problem Solving Team (IPS) analyzes 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.

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 and the Student Services Coordinator.

The team will then meet with the parents within 10 school days to discuss their reasons for wanting a case study evaluation 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 initially receive 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 therapeutic schools as outplacements.

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 diabetes care plan (DCP) must be submitted by a student's parent/guardian and physician for any student with diabetes who seeks assistance while in school. Upon receipt of a DCP; Mundelein Elementary School District 75 may develop a 504 plan and provide reasonable services and accommodations to the diabetic student.

An 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 [\(Board Policy 6:140\)](#)

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 at 847-949-2200 Ext. 1414 for more information.

Home and Hospital Instruction [\(Board Policy 6:150\)](#)

Students who have more than 5 expected absences for a medical reason with a doctor's note authorizing homebound instruction. Parents can contact their school principal or Student Services Coordinator with any questions.

English Language Learners (EL) [\(Board Policy 6:160\)](#)

The District offers opportunities for resident English Learners to develop high levels of



academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English 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.

English Learner 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 TBE with the Dual Language program (see below). The District provides part-time TBE programs for Spanish speaking students in grades K-8 through pushin and collaborative English language support.

Dual Language (Full Time TBE program)

Full-time TBE students participate in the Dual Language program. Full-time TBE students receive instruction in English and Spanish for literacy and content areas to the extent necessary.

Full-time TBE students are placed in classrooms that support the development of bilingualism and biliteracy in English and Spanish. In the Two-Way Dual Language program, Full-Time TBE students are integrated with their general education peers in



all content areas. In the One-Way Dual Language program (phasing out by School Year 2023-2024), Full-time TBE students are integrated with their general education peers in Math, Science, Physical Education, and Related Arts courses.

The Dual Language program integrates home language English and home language Spanish speaking students with the goal of bilingualism, biliteracy, and multiculturalism. 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 composed of approximately 50% home language English speakers and 50% home language Spanish speakers. This ratio enables students to be language models and second language learners. Home language Spanish students who are identified as English Learners (EL) in kindergarten will be placed in the Dual Language program, unless opted out through parent request.

Non-Spanish speakers are placed through an application process in Kindergarten. After Kindergarten, in order to enroll into the Dual Language program as a transfer student, the District 75 policy is previous year participation in a Dual Language program; participation in a bilingual program; immigration from a Spanish-speaking country; or, ability to perform near grade level on a Spanish literacy assessment.

Part-Time TBE Program

Part-time TBE students are placed in general education classrooms. Part-time TBE students receive supplemental English literacy and content area instruction with home language support as necessary. This support includes co-teaching, pull out small group support, and push-in small-group support.

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. TPI students receive supplemental English literacy and content area instruction with home language support as necessary. This support includes co-teaching, pull out small group support, and push-in small-group support.

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.

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

Student Support & 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.

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.

ADDITIONAL SCHOOL PROGRAMS

Project Challenge Program Goals



Project Challenge is a program designed to meet the academic needs of the gifted and talented students in District 75. Elementary students talented in language arts and/or math are flexibly grouped for acceleration and enrichment.

Criteria

The criteria used to determine placement in elementary Project Challenge flexible groups include:

- Reading and/or Math achievement on the STAR 360
- Math performance on Unit assessments
- Reading performance on Fountas & Pinnell benchmark assessments
- Teacher recommendation

Middle School Accelerated & Earned Honors Programs

Middle School Math Acceleration

Math acceleration in middle school includes two ways of accessing advanced math courses, either through the Big Ten, double period advanced program or the single period advanced program. Identified students accelerate their math instruction to ensure access to Algebra I in eighth grade.

Identification Criteria:

- Math achievement on the STAR 360
- Math performance on placement assessment
- Math performance on classroom assessments

Grade Level	Big Ten, Double Period Advanced	Single Period Advanced
K-5	Bridges K-5 & Project Challenge opportunities	Bridges K-5 & Project Challenge opportunities
6	Math 6 Math 7 - 1/2	Math 6 Math 7 - 1/2
7	Math 7 - 1/2 Math 8	Math 7 - 1/2 Math 8

8	Algebra I
MHS 9	Geometry Honors or Geometry in Construction *with an earned honors option

* Blue = MHS options

Middle School English Language Arts Honors Class (8th grade, 2023-2024)

The honors class serves as a replacement language arts class for talented and gifted students. The goal of this program is to address skills and to utilize above-grade-level material.

Middle School English/Spanish Language Arts Earned Honors (6th and 7th grade, 2023-2024)

For incoming 6th and 7th grade students, the English/Spanish language arts course is a program where students who meet academic expectations and demonstrate the ability to reflect on their individual learning path in the course can be eligible for honors credit each trimester. We believe that all students are capable of achieving high levels of academic success and reflecting on their growth. Therefore, all sixth grade students will be given the opportunity to demonstrate honors level work.

Title I Programs [\(Board Policy 6:170\)](#)

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

Extracurricular & Co-Curricular Activities [\(Board Policy 6:190\)](#)



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.

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.

Extracurricular Activities ([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 be 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/guardian) 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 ([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 athlete. All parents and athletes are asked to carefully consider the implications of participation in the middle school athletic program.

Fall Sports

- 6th, 7th, & 8th:
 - Boys Cross Country
 - Girls Cross Country
- 7th & 8th:
 - Co-Ed Soccer
 - Girls Volleyball

Fall / Winter Sports

- 6th, 7th, & 8th:
 - Cheerleading (Competition & Sideline)
 - Pom-Poms (Competition & Sideline)
 - Wrestling (Coop with West Oak MS)
- 7th & 8th:
 - Boys Basketball
 - Girls Basketball

Winter Sports

- 7th & 8th:
 - Boys Volleyball

Spring Sports

- 6th, 7th, & 8th:
 - Boys and Girls Track

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.

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.

Students and parents have the right to appeal a disciplinary action through the head coach of the sport, school administration or athletic director.

The Illinois Elementary School Association and the Illinois High School Association is required to post on its website a training video on hands-only cardiopulmonary resuscitation (CPR), automated external defibrillators (AEDs) and concussion protocols.

Note: Parents are encouraged to visit & view the following links for additional CPR & concussion safety information (LINKS BELOW):

- [CPR Training Video](#)
- [Illinois Elementary School Association](#)

Athletics Code & 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.**

1. I understand that if I have a “D” and/or one “F” in any of my subject area achievement grades, I will be ineligible to play or practice for one week from Monday-Sunday.



I further understand that if I have **less than a 70% in my Practice grade** my coach has the right to hold me out of games until the grade is raised.

2. 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.
3. 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.
4. 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.
5. 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 arrive late to school, before half of the school day is over, will have their eligibility decided by the Athletic Director who will keep in mind the welfare of the athlete.
- Athletes, who are absent from school for reasons other than illness, will have their eligibility left to the discretion of the administration. Practice is mandatory unless personally excused by the coach.

Rule 2 – Conduct Unbecoming an Athlete



- Athletes will not display behavior on or off the playing field which, in the opinion of the coaching staff, is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.
- **Sanction**
 - Punishment will be handled by the coach and the school administration. The range of punishment goes from verbal warning to dismissal from the team.

Rule 3 – Tobacco/Alcohol/Drugs in Any Form

- Athletes will refrain from the use or possession of electronic cigarettes and/or vaping devices, tobacco, alcohol, and illegal drugs, including steroids. 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.
 - Included in the above definition are drug paraphernalia and/or drug or intoxicant lookalikes.
 - 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.
 - Criminal acts and any involvement in gang activities by any student, shall also be prohibited under this section.

Note: Student athletes dismissed from any activity shall forfeit all fees.

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.

Clubs & Activities ([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. Club and activity programs may be found on the school website.

Code of Conduct for Clubs and Activities ([Board Policy 7:240](#))

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 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 through the club/activity sponsor, school administration or athletic director.

Participation in Clubs and Activities

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.

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

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.

Library Media Centers [\(Board Policy 6:230\)](#)

Washington Early Learning Center, Mechanics Grove School and Carl Sandburg Middle School have a Library Media Center. The libraries at each school are labeled as follows:

- Carl Sandburg Middle School - Learning Lab
- Mechanics Grove School- Discovery Den
- Washington School - 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.

Field Trips ([Board Policy 6:240](#))

Field Trips are correlated with the educational program and are used to either introduce or culminate a unit. Field Trips are considered to be an extension of the classroom. Field Trips 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. 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 Field Trips (see [Medication Policies and Procedures for all schools](#)).

Student Fundraising Activities ([Board Policy 7:325](#))

Community Resource Persons & Volunteers ([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.

TECHNOLOGY

Technology ([Board Policy 6:235](#))

Access to Electronic Networks

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:

- disrupts the proper and orderly operation of the district and discipline of the schools in the District;
- threatens the integrity or efficient operation of the District's computer network or technology resources;
- violates the rights of others;
- is socially inappropriate or inappropriate for a student's age or maturity level;
- is primarily intended as an immediate solicitation of funds;
- is illegal or for illegal purposes of any kind; or
- 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 & Technology

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 bonafide 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.

CURRICULUM & STUDENT RECORDS

Homework Guidelines ([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.

Grading, Promotion & Retention ([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 (Graduation)

A student must meet all graduation requirements and follow behavioral expectations in order to be able to participate in graduation ceremonies.

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 district and state 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. Student achievement will be assessed by demonstration 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. 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. In order to participate in Sandburg's Promotion Ceremony, all 8th grade students must meet the state requirements in addition to Sandburg's requirements. Meaning students cannot receive a cumulative failing achievement grade in 2 or more in the following courses:
 - Math, Science, ELA, Social Studies, Physical Education and Related Arts (x2)
 - In addition, Sandburg has the right to hold any student out of the Promotion Ceremony and/or additional end-of-year activities for gross misconduct (ie: attendance, behavior).
3. 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. A parent conference will be held for any student who is performing below ability level expectations in relation to the performance indicators and being considered for retention.

Student Testing & Assessment Program [*\(Board Policy 6:340\)*](#)

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

Universal screening assessments are completed periodically throughout the school year typically Fall, Winter, and Spring students in grades K-8 take the STAR360, a computer-based assessment of student progress in reading, language usage, and mathematics. Parents receive an individual student progress report. The STAR360 assessment is aligned to the Illinois State Standards.

Students in grades 3-8 will be assessed with the Illinois Assessment of Readiness (IAR) based on the Illinois State Standards annually. IAR assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in English language arts and mathematics.

IAR Alternative

As an alternative to IAR 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.

Equal Educational Opportunities

[*\(Board Policy 7:10\)*](#)

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.

Student Records ([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

Parent and Student Rights Regarding Student Records ([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 diseases or organ tissue donor.
- Recognizing and avoiding sexual abuse.

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 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.

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.
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."
- If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper generally to parents.
- 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.
- To any person(s) 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.



Physical Education ([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 for 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, an Adapted P.E. 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.

Family Life, Sex Education & 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.

Student Surveys ([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.

COMMUNITY RELATIONS

Conduct on School Property ([Board Policy 8:30](#) & [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.

School Visitors & Conduct on School Property ([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 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. Food is not allowed during school parties, and if a parent wishes to bring in a treat for their student's birthday it must be a non-food item.

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 ([Board Policy 6:250 & 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 ([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

- Most recent version: [*D75 Policy Manual*](#)

APPENDIX

School Calendars

Note: All school calendars can be found at the top right corner (*calendar icon*) of any school homepage.

- Please visit mundeleinschools.org to access your school's calendar.

School Directory

Note: All school directories can be found at the top right corner (*3 person icon*) of any school homepage.

- Please visit mundeleinschools.org to access your school's directory.

Mundelein School District 75 Map





Note: Any public school district in Lake County is outlined by the county.

- Please visit [THIS LINK](#) to view D75's map ([or see Appendix C](#)).



Appendix A:

Positive Student Behavior Matrix: Pre-K Through 5th Grade


	Arrival & Dismissal	Bathroom	Hallway	Lunchroom	Assemblies	Recess	Classroom	Technology	Bus	Emergency Situations
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 school guidelines when using technology tools to search and communicate ideas.	Pay attention to directions; stay seated; use inside voices.	Listen to directions; remain calm and quiet.
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, use appropriate language, and work cooperatively.	Use appropriate language; share your seat; keep hands & feet to self; respect others and their property.	Stay in a line; keep hands & feet to self; remain silent.
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 own work, use your time effectively and properly maintain the equipment you are using.	Follow the We still use the matrix at Washington on the back of our Discipline Referrals bus rules; take only your belongings; report inappropriate behavior to an adult.	Be alert; respect the situation; listen; follow procedures.



Appendix B:

Positive Student Behavior Expectations: 6th – 8th Grade

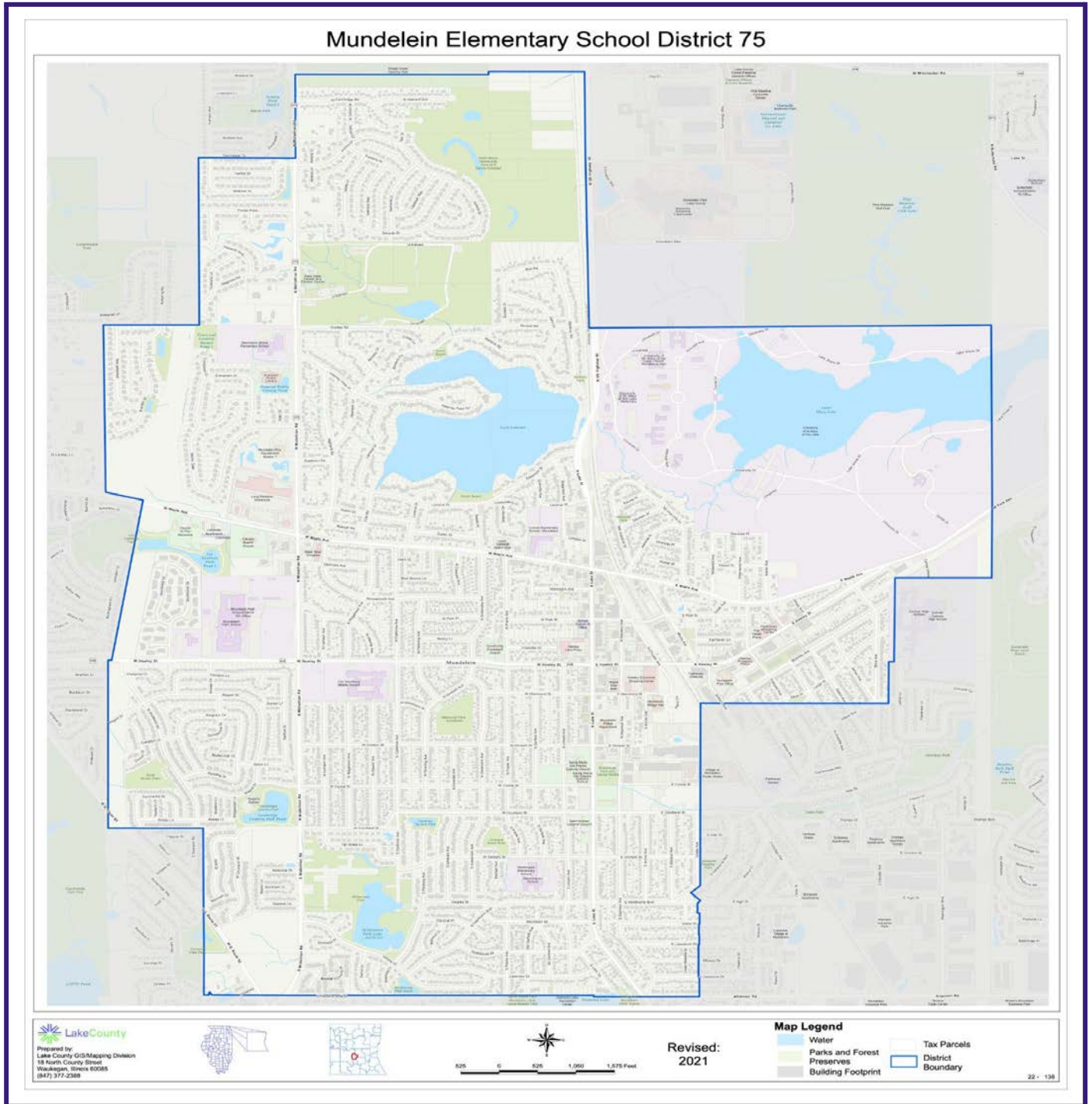
(see CSMS Student Handbook for Student Behavior Matrix)

Mundelein School District 75					
CSMS Student Behavior Expectations (Grades 6-8)					
Tigers practice the...	C	O	D	E	!
	Community	Ownership	Discovery	Effort	Voice Levels Chart
	<i>I do my best to create community in and outside of school.</i>	<i>I take responsibility for my choices and always turn in my best work.</i>	<i>I embrace new ways of learning and work well with others.</i>	<i>I put forth effective effort, and show compassion to others.</i>	<i>I control what I say and how I say it.</i>
Hallway	Keep it clean & classy.	Interact Appropriately (keep hands and feet to yourself).	Help others navigate the building (keep moving).	Use appropriate language and move with a purpose (walk right, stay right).	0-2
Classroom	Be in charge of your learning and respect the learning of others (respect & support each other).	Turn in your own work and your best work (interact and engage appropriately).	Know the learning task & ask questions.	Come prepared, respect the learning environment and appreciate others' differences (raise your hand & be patient).	0-3
Lunchroom	Wait patiently in line and listen to supervisors.	Hands and objects to ourselves.	Be inclusive and treat others with respect.	Clean up after yourself, and wait for dismissal (stay seated, unless instructed).	0-3
Bathroom	Clean up after myself.	Use the facilities safely and properly (No cell phone use).	Encourage others to do what's right.	Return to class promptly (go, flush, wash, leave, keep it clean).	0-2
Library (Learning Lab)	Respect the learning environment and others.	Treat materials and learning spaces with care (keep it clean; no food, gum or drinks).	Have a purpose during your visit.	Return items used or borrowed (use it, return it).	0-2
Recess & Special Events	Treat others with respect and be inclusive (speak & interact appropriately)	Follow rules and be mindful of your actions (hands & objects to ourselves).	Be open to new learning experiences (return all equipment).	Use problem solving strategies if conflict arises (enter calm & ready to participate).	0-4
Bus	Listen to the bus driver and follow the bus safety rules.	Be proactive - be in charge of your actions (keep hands & objects to yourself).	Make room for others and stay in your seat (speak & interact appropriately).	Be on time for bus pick-up and drop-off (enter/exit calm & safely).	0-3
<p>Living the TIGER CODE means developing and enhancing your learning, thinking, and friendships skills (Be Safe – Be Respectful – Be Responsible).</p> <p>At CSMS we build these skills through creating Community, building Ownership, opening ourselves to Discovery and applying effective Effort.</p>					



Appendix C:

Mundelein School District 75 Map



The handbook provides a summary of the District's policies and procedures. Handbook information is subject to change without notice to reflect updated policies and procedures.