

**WAUKEGAN COMMUNITY UNIT SCHOOL
DISTRICT NO. 60**



2018-2019

***Parent/Student Handbook on
Rights and Responsibilities***

**Ms. Theresa Plascencia
Superintendent**

Revised June, 2018

Si prefiere una copia de este manual en español, solicítela en la escuela.

***TABLE OF CONTENTS**

| | Page Numbers |
|--|--------------|
| District 60 Mission Statement | 3 |
| Board of Education Members | 3 |
| Cabinet | 3 |
| Parent/Discipline Handbook Committee Members | 3 |
| Superintendent’s Message | 4 |
| Parents/Guardians/Students/Staff Positive Behavioral Interventions and Support Expectations Compact | 7 |
| Student Records – Maintenance and Confidentiality | 8 |
| Civil and Legal Rights and Responsibilities | 10 |
| Student Attendance | 15 |
| Student Services | 18 |
| General Information | 24 |
| School Fees | 27 |
| Items Needed for Registration | 27 |
| 2018-2019 School Calendar | 31-32 |
| Student Rights and Discipline – <i>Select Information by Topic</i> | 33 |
| Discipline Infractions..... | 33 |
| Students at Risk for Aggressive Behaviors..... | 34 |
| Suspensions and Expulsions | 34 |
| Saturday School | 35 |
| Retention/Promotion of Students Expelled for Part of the School Year | 35 |
| The Criminal Code and Juvenile Court Act..... | 36 |
| Sexual Harassment..... | 36 |
| Electronic Devices | 36 |
| Pupil Use of School Lockers..... | 37 |
| Searches | 37 |
| Isolated Time Out and Physical Restraint..... | 37 |
| Limitations on Suspension of Students with Disabilities | 38 |
| Manifestation Determination Review | 38 |
| Forty-Five Day Interim Alternative Educational Setting..... | 38 |
| Definition of Discipline Terms | 39 |
| Policy to Student Technology Usage | 42 |
| Policy to Prohibition Against Bullying | 44 |
| Policy to Gangs and Gang-Related Activities | 46 |
| Policy to Address Appropriate Student Appearance | 46 |
| Policy and Procedures for Meal Payment Collection | 47 |
| Discipline Conference Contract | 49 |
| Level I and II Infractions | 50 |
| <i>REQUIRED SIGNATURES</i> | |
| Parent/Student Handbook on Rights and Responsibilities..... | 56 |
| Consent for the Use of Student Images and Audio | 56 |
| Student Technology Usage and Electronic Devices | 57 |
| Account Creation Consent Form | 57 |
| Parent & Student Educational Technology Acknowledgement..... | 60 |
| Parent/Guardian MTSS Consent to Conduct a Functional Behavior Assessment..... | 61 |
| Parent Pledge | 61 |
| Pesticide Application Registry Notice | 62 |
| Release of Directory Information | 62 |



WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT No. 60

1201 North Sheridan Road
Waukegan, Illinois 60085
224-303-1000
<http://www.wps60.org>

DISTRICT 60 MISSION STATEMENT

*“Educating students for the world of tomorrow is our top priority.
Through mobilization of the entire community, we will challenge, teach and inspire our students.
We will provide the resources to serve each of our students, expecting excellence from all involved.
We will deliver an exciting education in a safe learning environment that celebrates
our diversity and similarities in a spirit of unity and respect.”*

BOARD OF EDUCATION

Mr. R. Michael Rodriguez, President
Mr. Richard Riddle, Vice President
Ms. Charlotte Callahan-Wozniak Mr. Brandon Ewing
Ms. Anita Hanna Mr. Jeff McBride
Mr. Miguel Rivera

The regular meetings of the Board of Education of Community Unit School District No. 60 will be held on the second and fourth Tuesday of each month (with the exception of any legal holidays which may fall on a regular Board meeting date). Meetings are posted on the District website, and they usually begin with Executive Session at 5:30 or 6:00 PM and the Open Meeting at 7:00 PM

CABINET

Theresa Plascencia – Superintendent of Schools
Vicky Kleros-Rosales – Deputy Superintendent of Academic Supports and Programs
LeBaron Moten- Deputy of Facilities and Support Services
Nicholas Alajakis – Chief of Staff
Shanie Keelan – Area Superintendent of School Support Collaborative I
Amanda Patti, M.Ed. Area Superintendent of School Support Collaborative II
Gwendolyn K. Polk, M.S., Ed. – Associate Superintendent of Business and Financial Services
Josue Cuevas, Ed. D. – Executive Director of Information Technology Services
Angel G. Figueroa – Interim Associate Superintendent of Human Resources and Employee Relations

The 2018-2019 PARENT/DISCIPLINE HANDBOOK COMMITTEE shared their concerns/ideas and created a document that they believe will meet the needs of the District.

PARENTS AND COMMUNITY MEMBERS

Christopher “Brotha” Blanks Mrs. Susan Malter, Esq.
Brandon Ewing Anthony McIntyre
Ben Grimes Dr. Harlene Shipley
Veronica Williams

TEACHERS

Mark Boustein
Andrew Friedlieb

ADMINISTRATORS

Dr. Charmaine Harris and Shanie Keelan, Co-Chairpersons
Tasha London LeBaron Moten
Dr. Robert Lopez Amanda Patti
Caitlyn McMurray Kevin Turner

LEGAL ADVISORS

Thomas A. Morris, Jr., Esq.
General Counsel, Waukegan Public Schools
Kathryn Vander Broek, Esq.
Hinshaw & Culbertson LLP



Waukegan Public Schools

Community Unit School District No. 60, Lake County, Illinois

Ms. Theresa Plascencia
Superintendent

1201 North Sheridan Road, Waukegan, Illinois, 60085

Telephone: 224.303.1010 | Fax: 224.399.8560

E-Mail: tplascencia@wps60.org

Office of the Superintendent | Lincoln Center for Educational Services

June 2018

Dear Students and Families:

I want to begin by welcoming each of you to the 2018/2019 school year. This year brings many exciting changes in our District, and I am thrilled to be a part of it as the Superintendent of Schools. I would like to thank you for taking time to read through the *Parent/Student Handbook on Rights and Responsibilities*.

The *Parent/Student Handbook on Rights and Responsibilities* contains Board-approved discipline policies, practices and procedures, as well as general District information. This *Handbook* contains important information related to student discipline procedures, as required by State of Illinois laws. These changes can be found throughout the discipline portion of the *Handbook*, and are intended to significantly reduce the use of exclusionary discipline.

Students and parents are expected to read, discuss, and sign the *Student/Parent* contracts found within this booklet, and return each to the principal's office within one week after receipt.

It is my hope that through reading and discussing this document, you will become familiar with student expectations, and learn how to avoid infractions and sanctions. If, at any time, you believe that your due process rights have been violated, please bring this matter to the attention of the building principal, central office supervisor, the Superintendent, and ultimately, you may appeal your complaint to the Board of Education through the Superintendent.

Please note that this office expects staff to make every attempt to resolve or address conditions brought to their attention before allowing such issues to escalate to the levels of the Superintendent or the Board.

If I can be of further assistance, please do not hesitate to contact me at tplascencia@wps60.org or at 224-303-1009.

Sincerely,

Theresa Plascencia
Superintendent of Schools

*CONTACT INFORMATION

BUILDING PRINCIPALS

Carman-Buckner Elementary School
Robert Silva
520 Helmholtz Ave.
224-303-1510
rsilva@wps60.org

Clark Elementary School
Gladys Rodriguez
601 Blanchard Rd.
224-303-1580
grodriguez@wps60.org

Clearview Elementary School
Daniel Hill
1700 Delaware Rd.
224-303-1610
dhill@wps60.org

Andrew Cooke Magnet School
Stephanie Jensen
522 Belvidere Rd.
224-303-1710
sjensen@wps60.org

Glen Flora Elementary School
Zenaída Figueroa
1110 Chestnut St.
224-303-1810
zfigueroa@wps60.org

Glenwood Elementary School
Cabrina Williams-Leneau
2500 Northmoor Ave.
224-303-2020
cleneau@wps60.org

Greenwood Elementary School
Joyce Meyer
1919 North Ave.
224-303-2090
jmeyer@wps60.org

Hyde Park Elementary School
Brian Carr
1525 Hyde Park Ave.
224-303-1980
bcarr@wps60.org

Little Fort Elementary School
Amy Grossman
1775 Blanchard Rd.
224-303-3710
agrossman@wps60.org

Lyon Magnet School
Amanda Pryce
800 S. Elmwood Ave.
224-303-2310
apryce@wps60.org

McCall Elementary School
Carol May
3215 McAree Rd.
224-303-1770
cmay@wps60.org

North Elementary School
Nicole Lemberger
410 Franklin St.
224-303-2170
nlemburger@wps60.org

Oakdale Elementary School
Catalina Quinones-Nelson
2230 McAree Rd.
224-303-1870
cquinones-nelson@wps60.org

Washington Elementary School
Jason Seigellak
110 S. Orchard Ave.
224-303-2230
jseiglak@wps60.org

Whittier Elementary School
Jennifer Rice de la Sanchez
901 N. Lewis Ave.
224-303-1910
jricedelasanchez@wps60.org

Robbie M. Lightfoot Early Learning Center
Nicole Session
1721 N. McAree Rd.
224-303-1410
nsession@wps60.org

Daniel Webster Middle School
Yvonne Brown
930 New York Ave.
224-303-2770
ybrown@wps60.org

Jack Benny Middle School
Julio Lopez
1401 Montesano Ave.
224-303-2470
jlopez@wps60.org

Miguel Juarez Middle School
Nelson Campos
201 N. Butrick St.
224-303-2670
ncampos@wps60.org

Robert Abbott Middle School
Carl Hagman
1319 Washington St.
224-303-2370
chagman@wps60.org

Thomas Jefferson Middle School
Molly Schaefer
600 S. Lewis Ave.
224-303-2570
mschaefer@wps60.org

Waukegan High School
Tim Bryner – Lead Co-Principal
2325 Brookside Ave.
224-303-2920
tbryner@wps60.org

Waukegan High School
Terry Ehiorobo– Co-Principal
1011 Washington St.
224-303-2920
tehiorobo@wps60.org

Alternative Optional Education Center
Kevin Turner
1020 Glen Rock Avenue
224-303-2860
ktturner@wps60.org

NONDISCRIMINATION COORDINATOR, INCLUDING TITLE IX

Kristine Schrode
Waukegan Community Unit School District No. 60
1201 N. Sheridan Rd.
Waukegan, IL 60085
Nondiscrimination_coordinator@wps60.org
Telephone: 224-303-1124

EXECUTIVE DIRECTOR OF CRISIS INTERVENTION AND SAFETY

Dr. Robert Lopez
Waukegan Community Unit School District No. 60
1201 N. Sheridan Rd
Waukegan, IL 60085
Crisis-safetymanagement@wps60.org
Telephone: 224-303-1084

COMPLAINT MANAGERS

Bridget Dotson
1201 N. Sheridan Rd.
bdotson@wps60.org
Telephone: 224-303-1125

Nicholas Kolesiak
930 New York Street
nkolesiak@wps60.org
Telephone: 224-303-2816

Stephanie Jensen
522 Belvidere Road
sjensen@wps60.org
Telephone: 224-303-1710

Margot Gillin
1201 N. Sheridan Road
mgillin@wps60.org
224-303-1914

***STUDENTS WITH DISABILITIES – CHILD FIND**

Students Enrolled In WPS60:

Lori Smith, Interim Director of Diverse Learners
Waukegan Community Unit School District No. 60
1201 N. Sheridan Rd.
Waukegan, IL 60085
lsmith@wps60.org
Telephone: 224-303-1120

Children Birth through Three Years of Age:

Parent Infant Education Site
Waukegan Community Unit School District No. 60
742 Greenwood Avenue
Waukegan, IL 60085
Telephone: 224-303-3635

ACCOMMODATIONS FOR DISABILITIES/Section 504

Contact the principal's office of the appropriate school or:

Mr. Eric Christianson
Director of Academic Support Programs
Waukegan Community Unit School District No. 60
742 Greenwood Avenue
Waukegan, IL 60085
echristianson@wps60.org
Telephone: 224-303-3601

LANGUAGE ASSISTANCE/ASITENCIA DE IDIOMAS (LENGUAJES)

Contact the Language Liaison at your child's school or:

Comuniquese con el/la Interprete en la escuela de su hijo o:
District Translator
Waukegan Community Unit School District No. 60
742 Greenwood Avenue
Waukegan, IL 60085
Telephone: 224-303-3614

FOIA OFFICER

Written requests required to:

Mr. Thomas A. Morris Jr.
Waukegan Community Unit School District No. 60
1201 N. Sheridan Rd.
Waukegan, IL 60085
foia@wps60.org
Fax: 224-399-8569

MCKINNEY-VENTO (HOMELESS) LIAISON(S)

Mrs. Nilza Martinez and Ms. Jacqueline Washington
Waukegan Community Unit School District No. 60
742 Greenwood Avenue
Waukegan, IL 60085
nimartinez@wps60.org and jwashington@wps60.org
Telephone: 224-303-1145

WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT NO. 60

**PARENTS/GUARDIANS/STUDENTS/STAFF POSITIVE BEHAVIORAL INTERVENTIONS
AND SUPPORT EXPECTATIONS COMPACT**

Each student has the right to attend school in an environment that is safe, free of disruptive influences, and conducive to learning thereby providing ample opportunity to acquire knowledge and skills that are commensurate with his or her maturity, interests, and abilities. School personnel, parents/guardians and students have the responsibility to develop and maintain an atmosphere that is compatible with this right. The rules and policies contained herein are intended for use by parents, students, staff and school administration in support of effective classroom and school management procedures developed and implemented by school personnel.

PARENT(S)/GUARDIAN(S) EXPECTATIONS

1. Keep in regular contact with your student's teachers concerning his/her conduct and progress.
2. Assure that your student attends school daily, and promptly report and explain an absence or tardy to school. Please call the school within one hour of the school's start time.
3. Provide the student with the resources needed to complete class work.
4. Assure that your student is healthy, well groomed, and clean.
5. Report immediately to school authorities any school-related problem or condition which affects your student or other students of the school community.
6. Discuss report cards, evaluations, and homework assignments with your student(s) on an on-going basis.
7. Maintain accurate and up-to-date homework and emergency telephone numbers at the school.
8. Assure that your student is picked up from school at the end of the school day or activity, in a timely manner.

STUDENT(S) EXPECTATIONS

1. Attend all classes daily and on time.
2. Come to class with appropriate working materials and ready to learn.
3. Be respectful to (all) individuals and property.
4. Conduct himself or herself in a safe, responsible manner.
5. Be well groomed, neat, clean, and dressed appropriately for a learning environment.
6. Abide by the rules and regulations set forth by the Board of Education, administration, building principal, individual classroom teacher and support staff.
7. Be responsible for himself or herself and complete work to the best of their ability.

STAFF EXPECTATIONS

1. Recognize and understand student needs and promote worth, dignity and educational success for all students.
2. Make every reasonable effort to maintain regular communication with parents.
3. Establish clear and concise classroom expectations for students.
4. Maintain an atmosphere conducive for appropriate behavior.
5. Provide appropriately differentiated instruction to meet the needs of all students.
6. Implement effective classroom management practices, reinforce appropriate behaviors, and consistently correct misbehavior.
7. Maintain positive working relationships with staff and students.
8. Encourage parents to maintain communication between the school and home.
9. Involve students in the development of classroom procedures and expectations.
10. Be respectful of all students and staff members.
11. Implement student learning plans in accordance with relevant State and federal regulations and District policies.

ADMINISTRATION EXPECTATIONS

1. Recognize and understand student needs and promote worth, dignity and educational success for all students.
2. Maintain and encourage regular communication among staff, parents and students.
3. Establish clear and consistent school-wide expectations for students.
4. Maintain a school climate characterized by safety, security, and respect in order to promote appropriate behavior and educational excellence.
5. Establish and consistently implement effective disciplinary practices based on fair and impartial treatment of all students.
6. Involve the community in improving the quality of education for all students within the school setting.
7. Promptly notify parents if a condition exists that may affect their student's health and/or safety.
8. Ensure compliance with State and federal regulations and District policies as they apply to staff and students.

STUDENT RECORDS – MAINTENANCE AND CONFIDENTIALITY

Student records are maintained in conformance with the requirements of the *Illinois School Student Records Act* and the *Family Education Rights and Privacy Act*. In general, information concerning a student's individual school records will be factual and limited to matters relevant to the student's education. The following summarizes information regarding the creation, maintenance and release of student record information by District 60 discussed in the District Policies 6050, Confidentiality of Student Information and Records and 6051, Student Records – Maintenance and Destruction. In the event of a conflict between this summary, District policy and/or law, the law will control. Parents have a right to inspect and copy, or to authorize the inspection and duplication of, student record information relevant to their student, unless otherwise prohibited by law*. This right transfers to the student once the student reaches the age of 18, unless a legal guardian has been appointed for the student, or the student graduates marries or joins the military. Parents of students who qualify as dependents, per the IRS rules, may still have access to student record information once parental rights transfer to the student, but they do not have authority to release or challenge the records. Any student, however, has the right to inspect and copy his or her permanent record. Reasonable copying charges may be assessed.

Information concerning these procedures for students in grades Pre-K–12 may be obtained from the principal of the school building the student attends or the Office of the Superintendent, upon written request. Requests to the Office of the Superintendent should be addressed to: 1201 N. Sheridan Rd., Waukegan, IL 60085. The Privacy Officer for preschool students is the Coordinator of Pre-K Programs. Concerns regarding preschool student records also can be addressed to the Pre-K Programs office at 1201 N. Sheridan Road, Waukegan, IL 60085.

*A certified copy of an order of protection or other court order prohibiting access to or the release of school information regarding students should be provided to the building principal, his/her designee or other person with like responsibility.

1. **Definition.** Student records consist of permanent and temporary records regularly maintained by the District.
 - A. **Student Permanent Records** consist of personally identifying information and include: student names, addresses, birth date and place, and gender; unique student identifier; academic transcript – including grades; class rank; graduation date; grade level achieved; score on college entrance examinations and scores on high school State assessment exams; designation of an Advanced Placement computer science course as a mathematic-based, quantitative course or student achievement on State Seal of Biliteracy or State Commendation Toward Biliteracy (if applicable); attendance record; health records; parents'/guardians' name(s) and address(es); and record of release of permanent record information.
 - B. **Student Temporary Records** consist of all information not required to be in the student permanent record and:
 - i. *Shall include:* scores received on elementary/middle school State assessment exams, discipline records regarding serious infractions (drugs, weapons or bodily harm), home language survey results, indicated findings by the Department of Children and Family Services of physical or sexual abuse of a student, orders of protection, health-related records, accident reports, and records of release of temporary record information, and
 - ii. *May also include:* Family background information; assessment results– group and individual; aptitude test scores; reports of psychological reports including information on intelligence, personality and academic information obtained through test administration, observation or interviews; elementary and secondary achievement level test results; reports related to individual problem solving activities; participation in extracurricular activities including any offices held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records which are not personal notes; disciplinary information not otherwise required to be retained by paragraph 1B(i) above; special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement, hearings, and appeals; records associated with plans developed under Section 504 of the *Rehabilitation Act of 1973*; other verified information of clear relevance to the education of the student; any verified reports or information from non-educational persons, agencies or organizations.
 - C. **Excluded Information.** Information created and maintained by law enforcement personnel working in the school, for a law enforcement purpose; personal notes of staff not shared with anyone other than a substitute; confidential letters of recommendations for employment, post high school educational opportunities, or honorary recognition; and other information protected by law. Unless and until utilized for an individual student matter and maintained as a school student record, school student records also shall not include: video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and electronic recordings made on school buses.
2. **Right to Inspect and Copy.** Student records may be inspected or copied within a reasonable time no later than ten (10) school business days from the principal's receipt of a written request and, where applicable, an appropriate authorization. If necessary, the District may notify the parent in writing of the need to extend the response time by five (5) school business days due to: the volume of documents requested; the need to search for categories of records, consult with another interested party or retrieve the documents from another location; or additional time being necessary to avoid unduly burdening the District or interfering with school operations. The parties also may agree to a delivery date outside of these timelines. If the record contains information related to a student's mental health, developmental disability, substance abuse by the student or family member, exposure to a sexually transmitted disease, sexual violence against the student, or HIV test result and the student is 12 years of age or older, the student, by law, may need to provide consent to parental access or otherwise not object to parent access to the record information. In the event that the temporary record files include information or data which require professional interpretation, the District may make a qualified individual from the District available to explain the contents of the file. Parents also may have an individual of their choosing interpret the files, at their sole expense.

3. **Right to Control Access and Release.** Parents generally have the right to control access to and release of student school record information and to request a copy of any information released. The law, however, allows the District to release information absent parental consent in certain circumstances. The following summarizes the most common occurrences:
- A. The records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll, upon the request of the records custodian of the other school. The parent shall receive prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information prior to its release. If the address of the parent is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents.
 - B. The school shall grant access to information contained in school student records to persons authorized or required by State or federal law or court order to gain such access, provided that:
 - i. such personnel shall provide the school with appropriate identification and copy of the statute or a certified copy of a court order authorizing such access; and
 - ii. the parent receives 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, except that prior written notice is not required if the parent is named on a court order.
 - C. The school shall grant access to or release information from school student records without parental consent or notification:
 - i. to an employee or official of the school/School District (who may include a(n) School Board member, attorney, accountant, police liaison personnel or contracted agents such as therapeutic day/residential school program staff, alternative learning program staff, third party student software providers storing student record information), who is conducting school business on behalf of the Board of Education who has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interests;
 - ii. to authorities conducting State or federal audits;
 - iii. to any person for the purpose of research, statistical reporting or planning, provided that:
 - (a) such person has the permission of the Superintendent;
 - (b) no student or parent can be identified from the information released; and
 - (c) a written agreement exist minimally stating the purpose of the study/report, limitations on redisclosure of information, record destruction procedures and agreement to comply with all laws relevant to student records;
 - iv. to juvenile authorities, as defined in the *Illinois School Students Record Act*, provided that:
 - (a) the student is at risk of involvement in the juvenile justice system;
 - (b) the release occurs prior to the student's adjudication;
 - (c) the information is necessary for the discharge of their official duties, and
 - (d) the District receives written certification that the information will not be re-released except in accordance with law;
 - v. as needed to respond to an emergency, to protect the health and safety of the student or others; and
 - vi. with the Department of Healthcare and Family Services, as authorized in furtherance of school breakfast and lunch programs.

Any release of information other than specified above requires the prior, specific, dated, written, consent of the parent/guardian or student for whom parental rights have transferred designating the person to whom such records may be released. Only that information necessary to comply with the authorization will be released. At the time such consent is requested or obtained, the school shall ensure the parent has been informed in writing of the following rights:

 - i. to inspect and copy such records;
 - ii. to challenge the contents of such records; and
 - iii. to limit any such consent to designated portions of information within the records.
4. **Right to Request Removal of College Entrance Exam Scores.** Parents may request in writing the removal of one or more scores received on college entrance examinations from the student's academic transcript. Any such request must include the name of the exam and the dates of the scores to be removed.
5. **Rights and Procedures for Challenging the Content of Records.**
- A. Parents generally shall have the right to challenge any entry, exclusive of grades, in the school records on the basis of:
 - i. accuracy;
 - ii. relevance; and/or
 - iii. propriety.

Additionally, no challenge may be made to records of expulsion or out-of-school suspensions if the challenge arises at the time of a student transfer.
 - B. In order to make such a challenge and to receive a copy of the procedure involved the parents shall contact the building principal of the school attended by their child.

6. **Destruction Schedule.**
 - A. Permanent records shall be maintained for 60 years after the student graduates, transfers or otherwise permanently withdraws from school and thereafter destroyed.
 - B. Temporary records will be destroyed five years after the student's transfer, graduation or permanent withdrawal from the District, unless culled during a periodic review.
Parents shall be given an opportunity to copy student record information before such time as records are destroyed. Student temporary records shall be reviewed every four years or upon a student's change in attendance center to verify entries and to eliminate or correct any out-of-date, misleading, inaccurate, unnecessary or irrelevant information.
 - C. Litigation Holds. Documents subject to a litigation hold shall not be destroyed until such time as the litigation hold has been lifted or the applicable time line for retention has expired, whichever occurs last.
7. **Directory Information.** The District releases the following directory information: student name, academic awards and honors received, grade level, and information as to participation in school sponsored activities, organization, and athletics in school publications such as the student newspaper; school year book; activity or athletic programs, information sheets, or rosters and the District's website. Student name and address information, additionally, is provided to the City of Waukegan Police Department in an effort to assist in maintaining a safe educational and community environment for students, staff and community members. If you do not want your student's name released in one or more of these instances you must complete the Release of Directory Information form in this booklet ([page 62](#)) and return it to: Student Support Services at 742 Greenwood Avenue, Waukegan, IL 60087 no later than September 14, 2018 or within two (2) weeks of the date on which the student has enrolled in the District, if enrollment occurred after September 1, 2018.
8. **Right to Privacy of Student Record.** 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.

CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES

DUE PROCESS RIGHTS OF STUDENTS

Individual rights granted by the CONSTITUTION of the United States are granted to all people regardless of gender, race, religion, national origin, disability or other legally protected category. Students have rights as individuals, although they may not be as extensive as the rights of others. The school disciplinary procedures should not violate those rights. The essential rights involved in disciplinary procedures stem from the concept of due process. Under this concept, STUDENTS ARE ENTITLED TO:

1. Know the RULES AND REGULATIONS;
2. Be NOTIFIED OF CHARGES and provided an opportunity to respond to those charges;
3. APPEAL A DECISION about the charges to a HIGHER AUTHORITY;
4. Be represented by legal COUNSEL; and
5. Have the charges or penalties REMOVED from their records if the evidence demonstrates innocence or non-involvement.

In the administration of procedures and throughout the provisions for essential rights the student should be made to feel that his/her value as a person is not questioned. What may be questioned is the student's behavior. Students should understand that they are expected to be responsible and accountable for their actions.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION

The Board of Education of the Waukegan Community Unit School District No. 60 has, and will maintain, a policy regarding equal educational and extracurricular opportunities and non-discrimination, regardless of person's race, color, religion, national origin, physical or mental disability, gender or other protected category. This policy includes the prohibition against harassment of any kind, including but not limited to sexual harassment, or retaliation against any individual for reporting or participating in the investigation of a discrimination or harassment complaint. The District, additionally, will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of gender or any other protected status. See Policies 6020, 6021, 6022, 6023, 7010 and 7050.

Complaints received generally will be investigated and resolved in accordance with the District's Uniform Grievance Procedure Policy 2110, or, when the accused is a student, the District's student discipline policies. However, complaints of bullying will be addressed under the District's Prohibition Against Bullying Policy 6046.

***DISTRICT UNIFORM GRIEVANCE PROCEDURE**

1. **Filing a Complaint.** Students, parents or visitors who believe they have been subject to or witnessed discrimination or retaliation may file a complaint with any of the following persons: the principal at the building in which the incident took place, the District's Non-Discrimination Coordinator, who also serves as the District's Title IX Coordinator, or a District Complaint Manager. Contact information is located at [pages 5](#) and 6 of this Handbook. If the complaint involves a Non-discrimination Coordinator, a report may be filed with Ms. Theresa Plascencia, Superintendent at the same address or 224-303-1010 or tplascencia@wps60.org.
2. **Investigation.** The assigned Complaint Manager will investigate the complaint. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age or has a court appointed legal guardian, the Complaint Manager will notify his or her parent/guardian that he/she may attend any investigatory meetings in which his/her child is involved.

- A. Confidentiality. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or any collective bargaining agreement; (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant, in writing.
- B. Witnesses. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement; (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent of the student witness, or by the student, if parental rights have transferred.
- C. Investigation Report. The Complaint Manager shall make best efforts to complete the investigation and file a written report of his or her findings with the Coordinator and/or Superintendent or, when applicable, Board President, within 60 calendar days of the date of receipt of the complaint. If the Complaint Manager determines an extension of time is necessary, the Complaint Manager shall notify the Complainant, the accused and the Coordinator, Superintendent or Board President, as applicable, of the length of the extension and the reasons therefor.
- D. Board Notice. The Superintendent or his/her designee will keep the Board informed of all complaints. If the complaint involves the Superintendent, the Board's legal counsel shall keep the Board informed.

3. **Decision and Appeal.**

- A. Within five (5) school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by certified U.S. Mail, return receipt requested. A copy of the decision also shall be issued to the Coordinator and the staff person responsible for the program or activity where the offense occurred. Reports involving the Superintendent shall be reviewed at the next regularly scheduled meeting of the Board.
- B. Within ten (10) school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Coordinator. The Coordinator shall promptly forward all materials relative to the complaint and appeal to the Board.
- C. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information.
- D. Within five (5) school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action, which shall be final, except as set forth below.
- E. When the complaint or grievance alleges violation of gender equity laws, the decision of the Board may be further appealed to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education, as provided in Section 200.40(c)(2) of the ISBE "Sex Equity" regulations (23 Ill. Admin. Code 200 *et seq.*). The appeal timeline shall be governed by rules established by the ISBE.

In the event this procedure is updated by the Board during the school year, the Board policy procedures will control and the complainant will be provided with a copy of the procedure in effect at the time the complaint is filed.

Note. Alternative complaint review procedures also are available for charges involving disabilities pursuant to Section 504 of the *Rehabilitation Act of 1973* (Section 504) or the *Individuals with Disabilities Education Act* (IDEA). These procedures are outlined in notices of procedural safeguards given to parent(s)/student(s) who are or may be eligible for services under these laws, and can be obtained upon request from the 504 Coordinator, Eric Christianson, at 224-303-3601 or Diverse Learner Department, Kristine Shrode at 224-303-1121.

ACCESS TO DISTRICT INFORMATION, SERVICES AND PROGRAMS

Parents with limited English proficiency who need language assistance to facilitate their understanding of District written communications or who are in need of interpreter services during school related meetings in which they have a right to participate may request assistance from a Language Liaison at their student's school or the District Translator at the Lincoln Center 224-303-1187. If the Liaison is unavailable, assistance may be requested from their student's classroom teacher or the building principal or his/her designee, who will arrange for the appropriate District resource. Spanish interpretation is available at all regularly scheduled Board meetings. Parents or community members with disabilities in need of reasonable accommodations to facilitate having equal access to information to which they have a right to facilitate access to or participation in the District's services or programs may request assistance from the Director of Student Support Services at the District's Welcome Center 224-303-3601.

SECTION 504 ANNOUNCEMENTS

No otherwise qualified student with a disability shall be discriminated against by the District in providing access to or participation in District programs, services and activities. Waukegan Community Unit School District No. 60 fully complies with the requirements of Section 504 of the *Rehabilitation Act of 1973*, as amended (Section 504). Student eligibility, disability discrimination complaint investigations and problem resolution, including a request for Section 504 services, under this law are the responsibility of the Office of the Deputy Superintendent and are governed by District Policy 6022. Notice of rights are provided to parents of students who are or may be eligible for Section 504 services. Information regarding the District's 504 services can be provided to you upon request to the District's 504 Coordinator, Eric Christianson, at 742 Greenwood Avenue Waukegan, Illinois 60087, 224-303-3601 or the building administrator of the school your child attends. Additional information regarding procedural rights of students eligible for Section 504 services are discussed later in this Handbook under "Manifestation Determination Reviews".

CHILD FIND, CHILDREN WITH SUSPECTED DISABILITIES

The District conducts free screenings to assist in the identification of students with disabilities residing or attending private schools within the District's boundaries who may be eligible for special education services under the *Individuals with Disabilities Education Act* (IDEA). Fliers regarding screening for children preschool age and younger are distributed locally to various news organizations, private schools, churches, and other community agencies and also are available on the District's website at: <http://www.wps60.org/District/Department/52-Child-Find>. School age students who have not yet graduated (up to the age of 22) may

receive screening and referral for an evaluation through various activities that occur during the school day, such as classroom observations, parent or staff consultations and review of Multi-tiered Systems of Support data (*See pages 18-19*) or direct referrals by parents/guardians or other public agencies. Additionally, your child's health care provider includes age appropriate developmental and social and emotional screenings as part of the required school health examinations and may have recommended further screening and assessment by the school. Informed parental consent typically is not needed to conduct screenings to determine whether or not an evaluation is warranted. An exception applies if a parent asks for a developmental or social and emotional screening in a year in which a proof of health exam is required for purposes of enrollment or continued attendance and the screening was not conducted by the student's health care provider. Written informed parental consent is required, however, prior to an initial evaluation being conducted or, if recommended following evaluation, the initial placement of an eligible student in special education programming. Referrals for children birth to three are handled through our Birth to Three Program at 742 West Greenwood Avenue or by calling 224-303-3612. Free development screenings are offered for Waukegan District No. 60 residents by appointment.

Any parents/guardians wishing to have his/her student considered for a special education evaluation due to a suspected disability is encouraged to put the request in writing to the student's current teacher, building administrators such as the principal or assistant principal of the school to which the student is assigned, or other District supervisory or administrative personnel. A more detailed explanation of parent(s) and student(s)' rights and procedural safeguards associated with IDEA is provided at the time of initiation of an evaluation or may be requested at any time by contacting the District's Director of Diverse Learners, who also can be contacted in writing at 1201 N. Sheridan Road, Waukegan, IL 60085. Information also is available from the building administrator of the school your student attends. For children not currently enrolled in a District 60 school, parents can also contact the Child Find Department at 224-303-3612 for assistance.

RECOMMENDED SERVICES FOR A SPECIAL EDUCATION STUDENT OR 504 STUDENTS

In order to receive special education and/or related services, a student must be determined eligible through an individualized evaluation process. The evaluation process must establish that the child has a qualifying disabling condition that negatively impacts the student's ability to receive an adequate educational benefit under IDEA or substantially limits a major life activity, such that the student needs reasonable accommodations in order to have equal access to the District's programs, services and activities under Section 504. The nature of services to be provided to an eligible student with a disability must be determined by an appropriate team of individuals charged with this responsibility under the respective laws, which includes the student's parents/guardians. Recommendations made by individual staff or team members will be considered by the team in an appropriately convened meeting, unless team members, including the parent/guardian, otherwise agree to the recommendations absent a meeting taking place. If the team supports the recommendations as an IEP or 504 service need and the parent/guardian consents to such services, only then is the District obligated to provide those services. This includes any recommended evaluation and/or development of or changes to a student's behavior intervention plan, IEP or 504 plan pursuant to a disciplinary incident. Parents who would like a copy of the Illinois State Board of Education regulation addressing a free appropriate public education (23 Ill. Admin Code 226.50) may do so by contacting the Director of Diverse Learners, whose contact information can be found above under Child Find.

PROTECTION OF PUPIL RIGHTS – SURVEYS/PROGRAM EVALUATION (20 USC § 1231h)

The *Protection of Pupil Rights Amendment* provides parents with certain rights, outlined below, regarding student participation in particular surveys, the inspection of materials used for educational purposes or surveys, the collection and use of information for marketing purposes, and physical examinations. The District's policy on Research and Experimentation (5260) also is available on the District's website and by request to the principal of your child's school. All parental rights under this section transfer to the student at the age of 18 or upon emancipation.

1. **Consent.** Consent for student participation in certain surveys shall be required prior to a student participating in a survey, analysis or evaluation concerning one of the following protected areas (protected information survey):
 - A. political affiliations or beliefs of the student or the student's parent;
 - B. mental or psychological problems of the student or the student's family;
 - C. sex behavior or attitudes;
 - D. illegal, anti-social, self-incriminating, or demeaning behavior;
 - E. critical appraisals of other individuals with whom respondents have close family relationships;
 - F. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - G. religious practices, affiliations, or beliefs of the student or student's parent; or
 - H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Personal information (parent/student name, address, telephone number, social security number) regarding any student who participates in such a survey, analysis or evaluation shall not be revealed, except as may be required by law.

2. **Right to Inspect Information.**
 - A. Parents of students have the right to request to inspect the following materials at any time:
 - i. instructional materials used in the educational curriculum; and
 - ii. protected information surveys.
 - B. Parents of students, similarly, have the right to request to inspect the following additional materials prior to their administration or use with a student:
 - i. instruments used to collect personal information (parent or student name, address, telephone number, or social security number) from students for marketing purposes or to sell or otherwise distribute to others for marketing purposes that are unrelated to educational products or services; and

- ii. surveys created by third persons.

A written request for access to or copies of this information should be provided to the Freedom of Information Officer, 1201 N. Sheridan Rd., Waukegan, IL 60085. A response to the request shall be provided within a reasonable period of time from the date of the request. The District may charge its customary fee for copies, when applicable.

- 3. **Scheduled Dates for Specific Activities.** The District does not have scheduled, or expect to be scheduled, for the 2018-2019 school year any of the following activities:
 - A. the collection, disclosure, or use of students' personal information for the purpose of marketing or for selling that information;
 - B. the administration of a protected information survey; or
 - C. non-emergency, invasive physical examinations or screenings of students, required as a condition of attendance, that are conducted or scheduled in advance by the school and not necessary to protect the immediate health and safety of the student or other students, other than screenings for hearing, vision or scoliosis.To the extent any such activities become scheduled during the course of the school year, parents shall be notified and given the opportunity to review the survey instrument prior to its administration, if applicable, and to provide consent or opt their student out of participating in the activity, whichever is applicable.
- 4. **District Policies.** The District has or will develop policies, in consultation with parents, regarding these rights and will notify parents of these rights at least on an annual basis at the beginning of each school year.

IMMIGRANT STUDENTS' RIGHTS

School-age children who are immigrants have the same right as U.S. citizens and permanent residents to an education without regard to their immigration status. This right was made clear by the United States Supreme Court in *Plyler v. Doe*, 457 U.S. 202 (1982). The *Plyler* decision establishes that public schools are prohibited from:

- 1. denying enrollment to undocumented students;
- 2. engaging in practices that might "chill" undocumented students and their families from accessing educational services;
- 3. requiring disclosure of the immigration status of a parent or child;
- 4. making inquiries of children or parents that might reveal their immigration status; and
- 5. requiring social security numbers (or documents that can only be obtained by those with social security numbers) as a prerequisite to school enrollment.

Any school district action alleged to have the effect of denying an undocumented student access to public education should be referred to the Superintendent or his/her designee for review.

BOARD RESOLUTION DECLARING WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT NO. 60
A SAFE HAVEN SCHOOL DISTRICT

WHEREAS, the United States Supreme Court has declared that no public school district may deny any child access to a free public education on the basis of that child's immigration status; and

WHEREAS, Waukegan Community Unit School District 60 (District 60) enthusiastically embraces its responsibility to welcome and educate all students regardless of their immigration status, celebrates their contribution to our diverse learning community, and will not be impeded or intimidated from exercising our responsibility; and

WHEREAS, numerous students whose education, safety, emotional well-being, and family relationships are at risk because of their immigration status may be enrolled in District 60; and

WHEREAS, District 60 is committed to ensuring that its schools are a safe and welcoming place for all its students and their families; and

WHEREAS, federal immigration law enforcement activities, on or around District 60 property and transportation routes, whether by surveillance, interview, demand for information, arrest, detention, or any other means, have the potential to harmfully disrupt the learning environment to which all students, regardless of immigration status, are entitled; and

WHEREAS, no federal or State law obligates a public school district to devote any resources, financial or otherwise, to the enforcement of federal immigration laws; and

WHEREAS, educational personnel are often the primary source of support, resources, and information to assist and support students and student learning, which includes their emotional health; and

WHEREAS, District 60 believes that it is in the best interests of the students, staff, families, and community of District 60 that it assure all students and families that disruptions to the educational environment that immigration enforcement actions by Immigration and Customs Enforcement (ICE), or other law enforcement personnel, may create will be lawfully discouraged in accordance with District policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Waukegan Community Unit School District 60, Lake County, Illinois as follows:

- 1. The Board declares all District 60 schools to be safe havens for students and families threatened by immigration enforcement or discrimination, to the fullest extent permitted by law.
- 2. District 60 employees, contractors, volunteers, and representatives shall refrain from inquiring about a student's or parent's immigration status.
- 3. District 60 employees, contractors, volunteers, and representatives shall refrain from requiring any student or parent to produce documentation regarding immigration status.

4. District 60 employees, contractors, volunteers, and representatives shall not, unless compelled by federal, state or local law, or subsequent to receiving a signed release, disclose to ICE officers or to any other person or entity any information about a student's or family's immigration status or to any other person or entity any information about any District 60 student that is protected by the *Family Educational Rights and Privacy Act* or the *Illinois School Student Records Act*.
5. District 60 shall continue to provide strictly confidential counseling to all students, including those who fear what might happen to them or family members due to immigration status, and will, without inquiring into the particulars of any student's immigration status, refer each student having such fears to organizations to provide them with accurate information about their rights and responsibilities under immigration law.
6. No District 60 student shall be denied equal access to any services, educational or otherwise, on the basis of the student's immigration status.
7. District 60 shall distribute this Resolution to District 60 students and parents and to all employees, contractors, volunteers, and representatives by effective means of communication and translate it into languages commonly translated by District 60.
8. District 60 shall promptly review its existing policies and procedures and revise them to the extent necessary to comply with this Resolution.
9. This Resolution shall be in full force and effect upon its adoption.

CHILD ABUSE OR NEGLECT - MANDATED REPORTERS

All school personnel are mandated reporters and are required to report suspected cases of child abuse or neglect to the Department of Children and Family Services (DCFS) hotline 1-800-25-ABUSE. A report is required to be made whenever the school staff person has a reasonable suspicion or good faith belief that abuse or neglect has occurred or may be occurring. The privileged qualities of communications otherwise protected by law shall not apply in regard to the report and any subsequent investigation or testimony. However, the identity of the reporter remains confidential, to the extent allowed by law. School personnel who file a report of suspected abuse or neglect in good faith or cooperate with an investigation are immune from any civil or criminal liability resulting from their participation.

DCFS is responsible for accepting all reports and initiating investigations as it deems appropriate and for notifying the parties of the outcome of the investigation. A determination by DCFS that a report was "unfounded" does not mean that the staff member's report was inappropriate. The law errs on the side of protecting the health, safety and welfare of minors reasonably suspected of being abused or neglected by establishing different expectations for the information necessary to support an initial report by a mandated reporter and a finding of abuse or neglect. Any "indicated" finding of physical or sexual abuse received by the District shall be retained in the student's temporary record files until such time as the District is notified in writing by DCFS that the report is to be removed.

REPORTING OF ABUSE OF ADULTS WITH DISABILITIES AND SENIORS

School staff are required by law to report to the Department on Aging suspected abuse, neglect or exploitation of persons 60 or older or adults with disabilities, aged 18-59. The suspected abuse, neglect or financial exploitation must have occurred within the past 12 months and a good faith belief must exist that the individual is unable to seek assistance for him or herself due to his or her own dysfunction and reporting is in the best interest of the elderly person or adult with a disability. The incident is reported to the Adult Protective Services Hot-Line at 1-866-800-1409, 1-888-206-1327 (TTY). When a good faith report is made, the reporter and any individual assisting in making the report shall be immune from civil or criminal liability or professional disciplinary action. The identity of the reporter shall remain confidential unless released pursuant to written authorization of the reporter or court order.

PARENT RIGHTS REGARDING INFORMATION ON TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents may request information regarding the qualifications of the teacher(s) and paraprofessional(s), if any, assigned to teach their child. Requests should be made to the building principal of the school to which your child is assigned, or the District's FOIA Officer, who will reply within a timely manner.

SEX OFFENDER COMMUNITY NOTIFICATION

Sex Offender information may be obtained through the Illinois Sex Offender Registry located at: <http://www.isp.state.il.us/sor/>. Additional information may be accessed through the Child Murder and Violent Offender Against Youth data base at: <http://www.isp.state.il.us/cmvo/>.

SCHOOL VISITATION RIGHTS

Illinois law provides certain employees with the ability to take up to 8 hours of unpaid leave during any one school year for the purpose of attending school conferences or class activities which cannot be scheduled during non-work hours. This opportunity is available provided: 1) No one period of leave may exceed four hours in a school day; 2) The employee must have exhausted all accrued leave time, other than sick or disability leave, and 3) A request must be made in writing at least seven (7) days prior to the school meeting date, unless due to an emergency. Eligible employees are those who are parents/guardians of school aged children and have worked for a public or private employer with at least 50 employees for at least 6 consecutive months, for a number of hours per week equal to or exceeding a half time position in their job classification. Employers are not required to pay employees for the time they take off for these purposes, but employers are encouraged to allow employees to make-up the leave time. The District will provide written confirmation of the meeting, upon parents' request.

STUDENT ATTENDANCE

The following summarizes the District's policies and practices in regard to student attendance and educational or extracurricular activities affected by an absence. In the event of a conflict between Handbook language and District policy, the policy will prevail. Applicable policies include: 6010 - Attendance and Excuses; 6011 - Physical Education, Excused Absences & Repeat Courses; 6030 - Health, Eye and Dental Examination; Immunizations and Exclusion of Students; 6040 - Student Discipline; 5212 - Grading; 5223 - Driver Education; 5241 – Athletic Activities – Participation & Training.

ATTENDANCE

All school attendance policies are based on the premise that attendance is mandatory. Absence from school is a major cause of poor academic achievement. Learning is a dynamic process of students actively engaging both teachers and peers. District 60 will enforce the State of Illinois law (105 ILCS 5/26-1 *et seq.*) regarding compulsory school attendance. The law is specific in that the parent/guardian has the primary obligation to see that the student attends school. The law requires that schools make a good faith effort to contact parents each day that a child in Pre-K through 8th grade is absent from school. The objective of the rule is to insure that parents know that their child is out-of-school and provide them with the opportunity to take appropriate steps at home to address unexcused absence(s).

According to Article 26, paragraph 5/26-3b of the Illinois *School Code*, parents/guardians must provide a telephone number where they can be reached. Prior to any child's enrollment in a public school, the School District shall notify the parents, legal guardians, or other persons having legal custody of a child, of their responsibility to authorize any absence and to notify the school in advance of, or at the time of any such absence. The District requires at least one, but not more than two, telephone numbers be submitted for purposes of this section at the time of the child's enrollment in school; any change in telephone number should be reported to the student's school immediately.

RESPONSIBILITIES

Both the student and his/her parents/guardians have attendance responsibilities. It is expected that the student attend each of his/her classes on a daily basis. If, on occasion, an elementary or middle school student needs to miss a portion of the day, parents must contact the Main Office of the school to which the student is assigned. At Waukegan High School (WHS) the parent must call the Main Office and State who is calling, their relationship to the student, date and periods to be missed, and a valid reason for the absence. All telephone calls reporting absences must be received at the schools by 8:00 a.m. on the following day. Notes excusing a student from school generally will not be accepted unless parents/guardians have verified with the administrator in charge of attendance that they have no telephone at their residence which could be used to timely notify the District of an absence.

REPORTING ABSENCES

Whenever a student must be absent from school due to circumstances beyond the control of the student, the parent/guardian should call the Main Office of the school to which the student is assigned. Students who are absent due to family trips, weddings, graduations, or celebrations should call the school's Main Office to report the student's absence. Students who are absent due to funerals, immunizations, college visits, hospitalization or doctors' appointments must bring in evidence of the reason for the absence.

EXCUSED AND UNEXCUSED ABSENCES

Each school records excused and unexcused absences.

VALID CAUSES AND ABSENCE (EXCUSED ABSENCE)

The Illinois *School Code*, Section 5/26-2a, recognizes specific forms of absences as valid reasons for not attending school. The following absences are considered excused when reported by 8:00 a.m. on the following day:

1. illness;
2. hospitalizations;
3. counselor, dean, or other office appointments;
4. school related activities in which the student is a participant;
5. history of chronic health problems for which proper documentation has been filed;
6. death in the family or family emergency (family vacations or special occasions do not constitute an emergency)
7. mandatory court dates;
8. observance of religious holidays or, for students between 12 and 14 years of age, attendance at confirmation classes;
9. unavoidable medical-related appointments;
10. college visits;
11. field trips;
12. tardiness, when related to a late bus, weather conditions, illness or family emergencies verified by the parent; and
13. other situations approved by the principal.

Schools may require parents/guardians to present medical documentation of physical or emotional conditions causing a student's absence of three (3) or more days, a continuing pattern of absences, or a reasonable suspicion about the validity of a medical or physical condition exists.

The final decision for authorizing an excused absence rests with the school administration.

WITHDRAW-FAIL/ADMINISTRATIVE TRANSFER

High school students who fail to regularly attend class(es) may be administratively removed from the class(es) with a recommendation for transfer to an alternative education District program, and issued a Withdraw-Fail (WF) grade for the class(es) from which he/she is removed. WF grades are calculated into the student's grade point average.

PHYSICAL EDUCATION – EXCUSED ABSENCES

Excuse from participation in physical education is conditioned upon a student presenting an appropriate excuse from his or her parent/guardian, approval from the school principal or from a person licensed under the *Illinois Medical Practice Act of 1987* as amended. Medical or religious prohibitions or other excuses as reflected in the Excused Absence provision of this Handbook are considered acceptable excuses. A student's need for absence from physical education classes for three (3) or more consecutive days or a series of intermittent absences that creates a pattern of absences may necessitate that the parents/guardians present medical or religious documentation of physical, emotional or religious basis causing a student's need for absence. If the excuse is based upon a religious prohibition, the student shall be assigned to another class, other than study hall, instead of a physical education. Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the *Illinois Medical Practice Act*, and/or an IEP or 504 plan, excuses their participation in the physical education courses provided for children without such limitations.

High School Physical Education Rules and Regulations - Waukegan Public Schools shall offer physical education to every student during the school year as part of the State mandated curriculum. Students are required to pass all of their physical education classes while they are in high school, unless excused consistent with Section 26-7 of the *School Code*. If they do not pass the physical education class offered, for one or more of the reasons outlined below, it is the student's responsibility to take the class over in summer school or the regular school year, at the expense to the student.

1. All students are required to pass 3½ years of physical education to be eligible to graduate.
2. All students are required to pass one semester of health opposite their PE class their freshman year.
3. Students who fail Physical Education due to the lack of participation, attendance, or an invalid excuse, will be subject to a fee equivalent to the cost of a summer school course if he/she chooses to retake the failed course during the regular school year, subject to availability.
4. This policy transfers the implications of students failing to participate in PE from the District to the student and their families.
5. The cost of summer school physical education class will be determined yearly by the Board of Education.
6. All physical education students must wear a school approved T-shirt (grey or yellow) and shorts (black or purple) to PE class. Also, students must wear athletic shoes appropriate for indoor and outdoor activities while attending PE class. Students cannot wear flip flops, open toed shoes, boots, slippers or slip on shoes to PE class. Students may wear athletic clothing with their regular uniform. However, students may not wear jackets, jeans, or street clothes while attending PE class. In the event a student fails to properly dress for PE class, a teacher will instruct the student to return to the locker room and change into proper dress. If the student fails to dress properly for PE class then the student will receive a point reduction for his/her daily score. Students may borrow uniforms at no charge in the locker room offices.

Students shall qualify for graduation when the physical education requirements are met, unless the requirement has been waived for a reason allowed by law. Physical education excusals may be available for students who are enrolled in:

1. 11th or 12th grade and: are participants in an interscholastic athletic program or need to take specific classes required for graduation or enrollment in a higher education program and failure to do so will result in an inability to graduate or denial of admission, respectively;
2. 9th -12th grades and: participate in marching band or are enrolled in JROTC;
3. 7th -12th grade and participate in interscholastic or extracurricular athletic programs;
4. 3rd -12th grade and are eligible for special education and need the class time to receive special education services, provided parent consents or the IEP team includes the course substitution in the student's IEP.

Students with an IEP who participate in an adaptive athletic program outside of the school setting also may be excused from the PE requirement upon receipt of appropriate documentation verifying such participation.

MAKE-UP WORK

If you would like your student's teacher to prepare work to be done at home because of your student's extended absence, you must give the teacher advanced notice. It is difficult for a teacher to provide meaningful assignments on short notice. Please contact the school in advance to let your child's teacher know that you would like to pick up work for your student. Make-up work as a result of an out-of-school suspension may also be picked up at your student's school.

UNEXCUSED ABSENCES

Any absence which is not excused shall be recorded as "unexcused". The following absences are examples of unexcused absences:

1. any fraudulent call made by someone other than the parent/guardian;
2. any absence not reported to the school's Main Office by 8:00 a.m. the following school day;
3. tardiness due to oversleeping, car trouble, no ride to school, missing the bus or running late;
4. going "out-of-town" (which includes family vacations);
5. personal business (or student accompanies parent for personal/family business);
6. activity camps;
7. celebration parades (e.g., St. Patrick's Day) or political marches/rallies;
8. District/State contests or other school activities in which the student is not a participant;
9. single and multiple period unexcused absences; and
10. needed at home.

ADMINISTRATIVE ABSENCES

Any classroom absences or tardiness caused by school procedure will not be counted as unexcused absences. However, students with absences due to disciplinary exclusion(s) will not be eligible for participation in extracurricular activities or school sponsored events or activities during the days/times of recorded disciplinary exclusion(s).

STUDENT PARTICIPATION

Students absent from school during the school day may not be eligible to participate in school activities such as athletic practices and events, dances, school plays, and club meetings. At the high schools, such violations could cause the forfeit of an IHSA contest or meet.

ATTENDANCE RECORDS

Waukegan Community Unit School District No. 60 maintains permanent attendance records for each student for a period of sixty (60) years after the student graduates, transfers or otherwise permanently withdraws from school. Educational institutions, prospective employers, the armed services or the courts may refer to a student's attendance records at any time during that 60-year period. Therefore, a student should maintain regular attendance at school, and the parent/guardian should contact the school when the student is absent.

SPECIAL LEAVES

The Illinois *School Code* under the compulsory attendance provisions (Section 26-2a) does not recognize family vacations as a valid cause for student absence. As a result, Waukegan Community Unit School District No. 60 encourages all parents/guardians to coordinate vacation plans to coincide with those days on which school is not in session and discourages vacation plans during those days on which school is in session. Those days not approved will be considered unexcused and may result in loss of credit. Absences by students who verify they will be sounding TAPS for military honors will be excused absences.

FUNERAL LEAVES

Parents/guardians of students who are close friends of the deceased should contact the school's Main Office notifying the school that permission is granted to allow the student to attend the funeral. Students are encouraged to visit the funeral home on the afternoon or evening prior to a funeral rather than during the school day. Students will be excused during the time of the funeral leave but will be expected to make up all work and assignments missed if required by the student's teacher in the elementary and middle schools or the administration in the high schools.

***SCHOOL ABSENCE(S)**

A student who is absent without valid cause for an entire school day, or a portion thereof, will be considered to be unexcused absent (absent four or more class periods in a day). A student is considered to be a chronic truant who is absent without valid cause for five percent or more of the required regular attendance days. District Truant officers will offer support to students who have attendance challenges; however, the primary responsibility to see that students attend the entire school day is the parent/guardian. Truant Officer support may include phone calls to parents/guardians, home visits, parent and/or student conferences, and referrals to community resources. Court action may be recommended where needed by the Office of Student Outreach.

Waukegan Community Unit School District No. 60 schools, NOT including the Waukegan High School-Washington Campus, operate as closed campuses. Elementary, middle and WHS-Brookside Campus students are not to leave the school building at any time during school hours, including lunch periods. Students are also considered tardy if they are away from their assigned area/classroom in the school building or school property during school hours.

Any student who must be out of a particular classroom during school hours for any reason should have in his/her possession an authorized hall pass signed by a staff member or member of the administration. Students who are not following their prescribed schedule of classes and are not in possession of an authorized hall pass will be considered tardy. Students leaving the school without written authorization during lunch periods may be subject to disciplinary action and also will be considered tardy, if applicable. Students who are habitually tardy during the school day may be subject to corrective measures including, but not limited to, detentions, partial loss of credit, removal from class or removal from the school environment. Intervention with counseling and other student services will occur prior to removal from school.

STUDENT RELEASE FROM SCHOOL

For safety and security reasons, the prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school; (1) at any time other than the regular dismissal times, or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/guardian. Parents or other person(s) authorized to pick up students early from school also are required to present themselves to the school's office and sign the student out. Proof of identification will be requested prior to release of the student.

RE-ADMITTANCE TO SCHOOL/CLASS

Elementary and middle school students returning to school following an absence should report to the Main Office for a pass to return to class. High school students should report directly to class; if the WHS Main Office received a call excusing the absence, the teachers would have been notified. Students returning to school following an absence for which the Main Office has not received a call should also report directly to class. If a student wishes to verify an absence as being excused, it will be the student's responsibility to do so before or after school. Students absent from a particular class period as a result of being detained by a staff member should obtain a pass from the staff member. Students returning from court must present proper documentation concerning the time of the court meeting to the school's Main Office prior to returning to classes in order to clear the student's attendance record.

ILLNESS/ACCIDENTS

Students who become ill or are involved in a minor accident during the school day should obtain a pass from a teacher and report directly to the school nurse. The nurse, prior to the student leaving, verifies that the student must leave school because of illness or injury. Please note that the School District is not responsible for payment of medical bills due to an injury that has occurred at the school, except in rare instances. All elementary and middle school students will be released to the parent/guardian; their designee,

upon receipt of written authorization by the parent; or, if the parent/guardian cannot be reached, to the emergency contact listed in the student's school records. High school students are not to leave the school grounds unless the nurse has contacted the parent/guardian or permission has been given by the administration.

PROLONGED ABSENCES

A student who will be absent for an extended period of time due to circumstances beyond the student's control should contact the school's Main Office to make arrangements prior to being absent. Parents/guardians of a student who will be absent for three (3) consecutive days or less due to injury, serious health problems, hospital confinement or other impending difficulties should contact the school's Main Office each day that the student is absent to keep the school informed of the student's progress. Parents/guardians of students who will be absent for extended periods (four or more consecutive days) should inform the school's Main Office as well as the student's guidance counselor in order to make arrangement for homework assignments. Periods of prolonged absence may require a medical excuse from a physician, physician's assistant or certified nurse practitioner prior to the student returning to school, receiving tutorial services, or receiving full credit for assignments completed. A parent/guardian should contact the school nurse whenever serious or reoccurring medical problems exist.

ABSENCES DURING SEMESTER EXAMS

Parents/guardians of students absent during final exams should contact the student's Main Office by 8:00 a.m. on the day of the exam. Students who must be absent during the exam period may ask to take "Early Exams." A request to take early exams should be obtained through the student's Main Office and approved by the administration no less than one week prior to the day of exams. The student is responsible for making arrangements with the individual teachers to take exams prior to or following the exam day. Failure to do so will result in a failing grade for any examination missed and possible loss of credit.

PRESCHOOL

If your child will not be attending school, a parent must report his/her absence by calling the school's attendance hotline and indicate the reason for absence. Regular attendance is required in the preschool program(s). If your child has 10 consecutive, unexcused absences throughout the school year, he or she may be dropped from the program and another child from the waiting list given his/her classroom slot. Excused absences that have been called in by the parent include doctor visits, illnesses, school related meetings and a death in the family. Bus scheduling delays may also be considered excused.

TARDINESS TO SCHOOL and CLASS

Parents/guardians of students arriving late to school should contact the school's Main Office prior to the student's arrival at school. Tardiness due to a late bus, weather conditions, illness or family emergencies that are verified by a parent/guardian will be considered excused, entitling the student to the same privileges as an excused absence. Tardiness due to running late, over sleeping, missing the school bus or failure to attend class will be considered unexcused. Tardiness due to special circumstances will be determined as excused or unexcused by the school building administration. Habitual tardiness will have a detrimental effect on student progress and may result in loss of credit or the imposition of discipline. Students must report to the school's Main Office so that parents/guardians are aware of the time of arrival.

Students have been given an appropriate amount of time to move from one class to another during the school day and are expected to arrange their traffic patterns so that they will be in class ready to begin when the class bell rings. Students also are expected to attend all of their classes, for the full class period, each day school is in session.

STUDENT SERVICES

The Waukegan Public Schools offers a range of auxiliary or support services to students to assist them in accessing and having an opportunity to benefit from the District's educational programs. The following is a summary of the types of services available.

STUDENT SUPPORTS

Academic and behavioral supports are provided to all Waukegan students based on a Multi-tiered Systems of Support (MTSS) model. School wide and individual student data is used to determine types of supports needed and to assess whether or not the supports used are effectively meeting student needs. This process is designed to match student need to instruction and interventions in order to maximize opportunities for student achievement.

Tier 1 (Universal) supports are provided to all students. These services include high-quality, differentiated instruction utilizing the District-approved core curriculum, structured teaching of school-wide and classroom expectations, classroom management procedures and school-wide incentive systems and universal screening assessments to determine student performance levels, and evaluate the effectiveness of the core curriculum.

Tier 2 (Targeted) supports are provided to students identified as at-risk for adverse educational outcomes according to established data-based decision rules. Generally, students whose benchmark scores fall within the national 11th and 25th percentile on one or more universal screening measures and/or students who begin to demonstrate a pattern of behaviors that cause a disruption to the learning environment and do not respond to universal behavioral expectations, are identified to received Tier 2 supports. Tier 2 interventions are provided in addition to core academic and behavioral instruction and are matched to the student's deficit area(s). Tier 2 interventions are designed to be quick and efficient, are typically provided within the general education classroom setting and may be implemented by general education classroom teachers and/or student support personnel. Students may be identified as needing Tier 2 supports through the universal screening process and/or consideration of other relevant data, including parent and/or teacher referrals. Tier 2 interventions may include, but are not limited to: small group re-teaching of specific skills within the core curriculum; push-in or pull-out small group supplemental instruction utilizing a prescribed; research-based intervention program; small group re-teaching of school-wide expectations; Check-In Check-Out; Social-Academic Instructional Groups (SAIG); mentoring; and brief function-based interventions. Progress monitoring of students receiving Tier 2 interventions is conducted on a frequent basis

(generally bi-weekly) to determine intervention effectiveness. If data indicates that an intervention is not successful, the MTSS team will make appropriate changes and continue to monitor student progress.

Tier 3 (Intensive) supports are provided to students showing significant barriers to learning, according to established data-based decision rules. Tier 3 interventions are provided in addition to core academic and behavioral instruction, and are more intensive, individualized, and matched to the student's deficit area(s). Generally, students whose benchmark scores fall below the national 10th percentile on one or more universal screening measures, and/or students who demonstrate a pattern of more significant behaviors that cause a substantial disruption to the learning environment. For those students who have intensive academic and/or behavioral needs, an individual problem solving process is used to identify specific individualized interventions and supports for that student. The individual problem solving team is a multi-disciplinary team and is generally composed of parent(s), building administration and building staff working together to develop interventions and supports for individual students. The individualized intervention plan for the student may include, but is not limited to: intensive, small group or individual academic instruction utilizing a prescribed, research-based intervention curriculum, a functional behavioral assessment and behavior intervention plan, social/emotional skills group or individual counseling/social work services, wraparound services/RENEW, behavioral specialist referral for supports, and community resource referrals. Tier 3 student progress should be monitored frequently (generally weekly) to determine intervention effectiveness. If data indicates that an intervention is not successful, the MTSS team will make appropriate changes and continue to monitor student progress.

Information from Multi-tiered Systems of Support efforts may be required as part of the consideration of whether a student has a disability that qualifies him or her for special education services under the *Individuals with Disabilities Education Act* or Section 504, but response to intervention efforts will not be used to delay an evaluation for these services when an evaluation otherwise would be appropriate.

OCCUPATIONAL AND PHYSICAL THERAPY SERVICES

Occupational Therapy (OT) and Physical Therapy (PT) are related services which are available to assist eligible students in accessing the curriculum and/or educational environment. Broadly speaking, OT and PT address deficits in motor functioning and sensory that negatively impact a student's academic performance or ability to function independently in the school setting relative to the student's age or developmental level. It is important to differentiate a student's need for medical based therapy services in the school setting as opposed to the need for therapy in other settings. School based therapy services contribute to the development, improvement or maintenance of a student's functional level to support the student's learning. To be eligible to receive OT or PT services, a student first must be evaluated by OT and/or PT and found to have a disabling condition for which these services are deemed appropriate in the school setting. OT and PT services may be delivered to the student directly (individually or in a small group) or through consultation with the student's educational team.

SCHOOL HEALTH SERVICES

School nurses provide health services in order that all students can obtain full benefits from their education and experience academic success. School nurses are available for consultation on student health, communicable disease control and prevention, District health policy and procedure, chronic illness and disease management, hearing and vision concerns, healthy school environment, and mandated physical examination and immunization requirements. Hearing and vision screenings will be conducted in schools per IDPH (Illinois Department of Public Health) guidelines on all District students as needed. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months. If your child has asthma, you need to provide a current Asthma Action Plan to the school nurse annually or as needed. Asthma Action Plans can be found on the District's website or ask your school nurse for a form.

SPEECH-LANGUAGE SERVICES

The speech-language pathologist works with students who have Individualized Education Plans. The speech-language pathologist may also consult and collaborate with colleagues, teachers, parents and other support services personnel to provide interventions and improve educational outcomes. The following areas receive attention: articulation, voice, fluency, expressive and receptive language and phonological awareness. Parents may contact the speech-language pathologist for a screening to determine if testing is appropriate to determine if therapy is advisable. Students also may be considered for speech-language services through the District's Child Find procedures (See [pages 11-12](#)). Therapy may be conducted individually or in small groups.

SCHOOL SOCIAL WORKERS

School social workers serve as the link between home, school and community in providing direct and indirect services to students, families and school personnel to promote and support student academic and social success. School social workers support students in grades Pre-K through 12 to achieve maximum benefit from their educational opportunities, understand themselves and others, cope with stress and develop decision-making skills. Special education and general education students can receive social work services in either individual, group and classroom settings. Parents are supported by School social workers to effectively participate in their student's education, understand and meet their student's social-emotional needs, understand programs available to students with special needs as well as how to effectively utilize school and community resources. School social workers help schools to understand factors (*i.e.*, cultural, economic, societal, medical) that affect students and how to utilize their resources to meet the educational and social-emotional needs of students. School social workers participate in the implementation of prevention programs and policies with administration in an effort to address external needs that impact school climate and student academic success not limited to but including truancy, crisis, intervention policies, programs that address Multi-Tier Support System (MTSS), Response to Intervention (RtI), Positive Behavioral Interventions and Supports (PBIS) and special education compliance. School social workers use data systems to develop skill-based social work groups to help identify and screen students, maintain personal, social and academic competencies. Thus, the promotion of a safe school environment for all students.

SCHOOL PSYCHOLOGY SERVICES

Provided to students in grades Pre-K through 12. Services consist of identifying students at risk for academic and/or emotional problems through a multi-tiered system of support. The school psychologist develops necessary interventions and monitor the implementation, provide social skills instruction, consult with teachers and parents, and conduct special education evaluations.

SUBSTANCE ABUSE COUNSELING

The Lake County Health Department provides a substance abuse counselor for Waukegan High School. Students or parents may contact the counselor for further information about this service at CADC for students between 12-17 years of age, and (847) 377-8200 for 18 and older students.

SOCIAL EMOTIONAL LEARNING AND MENTAL HEALTH CURRICULUM

Throughout the course of the school year, students receive instruction within their classroom consistent with the Illinois social-emotional learning standards. In addition, students may be identified to participate in a variety of preventative programs to assist them in their respective social-emotional development. Please contact the school social worker, school psychologist or guidance counselor at your student's assigned school for additional information.

BULLYING AND SUICIDE PREVENTION

Throughout the course of the school year students participate in preventative programs designed to address the issues of bullying, depression and suicide. These programs may include an educational presentation and/or individual screening. If you have questions or concerns about your student participating in these programs, please contact the school social worker, guidance counselor, school psychologist or building administrator at your child's assigned school.

ENGLISH LEARNERS (EL) PROGRAMS

Waukegan Public Schools offers a Dual Language Program, Transitional Bilingual Education Program (TBE) and Transitional Program of Instruction (TPI), as required by law, to meet the needs of students of non-English speaking background. This language assistance program provides English learners educational opportunities that prepare students to meet the State learning standards required for all students. All classes count toward graduation requirements. Dual Language Program goals include the development of academic competency in both Spanish and English and high levels of academic achievement in order to help students to compete in a global economy. Dual Language (DLE), Transitional Bilingual (TBE) and Transitional Program of Instruction (TPI) goals include successful transition to the all English general education classroom, the development of English language skills, both social and academic, and high levels of academic achievement for students. For TBE programs, full-time and part-time programming is available, depending on the students' identified level of need. Student progress both in academics and English development is assessed annually for all students.

At the time of registration, all families new to the District complete a Home Language Survey (HLS), in compliance with Article 14C of the Illinois *School Code*. Once a student is identified as having a language background other than English, the law requires the District to administer an English language test, such as the WIDA.

Parents are notified of test results and are provided an explanation of the scoring criteria for eligibility into the DLE, TBE or TPI Program, and other information about how the programs function and will benefit their child. The language assessors explain to parents that the programs are recommended but not obligatory. Parents have the right to accept or refuse these services. Qualifying students are eligible to be enrolled in TBE/TPI program until meeting the State mandated exit criteria, which is currently an overall composite score of 5.0 plus a Reading score of 4.2 and a Writing score of 4.2 on the annual ACCESS for EL's. For students in the DLE program, it is intended that students will stay in the program in order to develop advanced academic skills in both languages after meeting exit criteria until the completion of fifth grade. During the 2017-2018 school year DLE will now be available to continuing students through 8th grade.

Parents have the right to accept or decline enrollment of their child in the DLE, TBE, or TPI program, or to withdraw their child from the program at any time. If a parent wishes to decline services or withdraw his/her child from the DLE, TBE, or TPI program, this can be done by completing the District's Parent Refusal Form, or providing signed, written notice to the principal of the school to which the student is assigned, indicating the desire to refuse services.

The District encourages parents to visit their child's DLE, TBE, or TPI classrooms, and parents may make such a request to the building principal of their child's assigned school. Questions or concerns regarding English learners programs may be directed to the English Learners Department at 224-303-1180. *See also* Board Policy 5218.

PROHIBITION AGAINST TEEN DATING VIOLENCE – Board Policy 6039–Excerpt

Any student who participates in teen dating violence for any reason, a) during any school-sponsored education program, event or activity; b) while on or within sight of school grounds, as that term is defined in District Policy 6039; or c) while traveling to or from school or school related events; or d) through the transmission of information to or from a computer, a computer network, or other similar electronic equipment that creates a nexus to the school environment may be subject to discipline.

No student shall be retaliated against for reporting or participating in the investigation of teen dating violence. However, students who knowingly and repeatedly file false reports of teen dating violence may be subject to discipline.

RULES AND REGULATIONS

Definitions.

1. "Teen dating violence" is defined as either:
 - A. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
 - B. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

2. “Dating” or “dating relationship” means an ongoing social relationship of a romantic or intimate nature between two persons. “Dating” or “dating relationship” does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

Reporting. Any person who feels he/she is being or has been subject to teen dating violence or who witnesses teen dating violence towards others is encouraged to notify a building administrator, the building principal, or, the coaching staff or sponsor of an extra-curricular or extra class activity so that appropriate action can be taken to address the allegations. Any person can also use the anonymous tip line system, if available.

Any employee receiving a report of teen dating violence must inform the building principal or his/her designee responsible for investigating such reports.

Investigating Reports of Teen Dating Violence. The building principal, or his/ her designee (“Investigator”), will conduct a preliminary investigation in cooperation and collaboration with the Educational Safety Specialist (ESS) upon receiving a report of alleged teen dating violence. The preliminary investigation shall include a written report of the findings. The written report will be given to the Director of Crisis Intervention and Safety and the Associate Superintendent of School Leadership and Development.

If at any time during the investigation the facts lead the Investigator(s) to determine that the reported case involves criminal activity, the Investigator(s) shall contact the Director of Crisis Intervention and Safety. The Director of Crisis Intervention and Safety will contact the police, and the school investigation will be suspended, pending further direction from the Director of Crisis Intervention and Safety.

Responding to Teen Dating Violence. Students involved in verified instances of teen dating violence may be referred to appropriate intervention or support services within or outside of the District. Parents shall be notified when teen dating violence is identified, unless prohibited by law.

Interventions should be targeted toward stopping the behavior and preventing the teen dating violence from happening again. The District will implement appropriate interventions for the target and aggressor.

ADMINISTERING MEDICATION TO STUDENTS – Board Policy 6031

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her education. Parents have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Therefore, only medicines prescribed by a licensed physician or State-licensed health care provider authorized to prescribe medications which are essential for the child to remain in school or over the counter medications needed for temporary pain relief, *i.e.*, Tylenol, shall be brought to school, to be administered in accordance with the guidelines set forth below. The intent of this policy is to reduce the number of medications given in school yet assure safe administration of medications when necessary.

The objective of any medication policy includes facilitating self-responsibility for medication after appropriate counseling and teaching children and their families about health and self-care. It is within the scope of responsibility of the school nurse to provide counseling to children regarding appropriate medication use.

Students shall not possess or consume, any prescription or non-prescription medication until a complete medication authorization form is filed at the District and an appropriate health care plan is in place. The Superintendent, in consultation with the School Health Supervisor, may obtain a standing protocol or prescription for school epinephrine auto-injectors, a school nurse, school staff or volunteers who have completed required training to recognize and respond to anaphylaxis (Trained Personnel) may administer or provide an undesignated epinephrine auto-injector, if available, to a student consistent with the student’s health plan or, to any person that the school nurse or Trained Personnel in good faith believes is having an anaphylactic reaction.

For students with diabetes, delegated care aides shall not administer medications until there is a written agreement between the delegated care aide, parent and District on file with the District and the delegated care aide has completed the training necessary to perform his/her responsibilities. A person with diabetes, or parent/guardian of a person with diabetes, may self-administer insulin or administer insulin for his or her child in any location, public or private, where the person, or the person’s parent/guardian, is authorized to be, irrespective of whether the injection site is uncovered during or incidental to the administration of insulin.

The Superintendent or designee shall ensure parents and students are advised of this policy annually. Additionally, parents shall be provided with the notification required by the *School Code* that the school District and its employees and agents are not to incur any liability or discipline, except for willful and wanton conduct, for any injury that arises from the administration of asthma medication or an epinephrine auto-injector, regardless of parent or health care provider authorization for such administration.

RULES AND REGULATIONS

Parent Authorization. Parents of the student must complete, sign and submit the District’s medication authorization form to the school nurse prior to the administration of medication. Such form may be obtained from the school nurse or building principal. The form must be completed and signed by a licensed physician, or State licensed health care provider authorized to prescribe medicines (collectively hereinafter “Health Care Provider”) and the parent.

Authorization forms must be updated if there is a change in the student’s health care provider, prescription, medication name or dosage, administration intervals, intended effects or potential side effects, or emergency contact information.

Medication Administration.

1. **Staff Administration.** Medication generally will be administered by the school nurse. Other school personnel may volunteer to assist in administering medicine in an emergency situation or if they qualify as Trained Personnel. The school nurse or school administrator retains the discretion to deny requests for administration of medication for which appropriate authorization is not available.

A. *New Medications.* Whenever possible, the first dose of a medication that has been prescribed to the student for the first time should be given at home so that the parent(s) can observe any adverse side effects. Side effects should be made known to the school nurse. If this is not possible, the parent(s) should notify the school nurse of the student's new medication and the potential side effects as articulated by the student's health care provider and submit an updated medication authorization form.

B. *Administration by School Personnel.* School District personnel, other than the school nurse, may administer medications under the following guidelines:

- 1) *Supervision of Self-administration.* When the school nurse is not available, the building principal or other school personnel (on a voluntary basis) may supervise self-administration of medication by a student when such action is appropriate.
- 2) *Diabetic Care Plans.* Authorized delegated care aides may administer or assist students with diabetes in the self-administration of medication related to the student's diabetes, in accordance with a student's Section 504 diabetes care plan. In the event a delegated care aide is not available, the individual identified as responsible for assisting the student with this task in the 504 plan is authorized to provide this service.
- 3) *Emergency.* An employee may volunteer to administer medications in emergency situations, if authorized by the student's medication administration plan and the school nurse, building principal or emergency personnel are not available; the student cannot reasonably self-administer the medication; and waiting for the school nurse, building principal, or emergency personnel is reasonably thought to present a danger to the student.
- 4) *Epinephrine Auto-injectors.* A school nurse or Trained Personnel may administer an undesignated epinephrine auto-injector to any person whom the school nurse or Trained Personnel in good faith believes to be having an anaphylactic reaction: (i) while in school; (ii) while at a school-sponsored activity; (iii) while under the supervision of school personnel; or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

Prior to the administration of an undesignated epinephrine auto-injector, Trained Personnel must submit to the School Health Supervisor proof of completion of an appropriate training curriculum to recognize and respond to anaphylaxis, which shall be valid for a period of one year. If the training was not provided by the District or is not a District approved training, a copy of the training curriculum also must be provided and determined to meet the minimum training requirements of the *School Code* prior to the individual being authorized to serve as Trained Personnel. Trained Personnel also must submit proof of cardiopulmonary resuscitation and automated external defibrillator certification.

- 5) *Field Trips.* Parent(s) may be requested to assist in making arrangements for the administration of medication during a field trip.

C. *School Nurse's Obligations.*

- 1) *Exercise of Professional Judgment.* School nurses are responsible for their own actions in administering medication to students. If a school nurse has a good faith belief that a medication order is inappropriate or ambiguous, the school nurse should clarify the medication order with the student's health care provider. If after clarifying the health care provider's order, the school nurse continues to strongly believe the medication order significantly jeopardizes student safety, the school nurse may request the parent consent to the District obtaining a second opinion of a licensed physician, at the District's expense. Any second opinion evaluation shall be approved by the Superintendent or his/her designee, in consultation with the School Nurse Supervisor, prior to seeking such consent from the parent(s).
- 2) *Parent Refusal.* If the parent(s) refuses to consent to a requested second opinion, the school nurse shall document in writing:
 - (a) the information provided to the parent(s) regarding the nature of the school nurse's concern for the student's health as it relates to the original medication order and the nature of the school nurse's conversation with the student's health care provider;
 - (b) the parent's refusal to consent to the second opinion; and
 - (c) the parent's continued authorization of the administration of medication per the student's health care provider's original medication order.
- 3) *Supervisor Action.* The above notwithstanding, if the assigned school nurse continues to have concerns regarding the administration of medication as prescribed and confirmed by the student's health care provider, the School Nurse Supervisor will exercise her professional judgment regarding the administration of the medication to ensure the student's safety. All written documentation shall be retained in the student's temporary record file.

2. *Self-administration.* Students may self-medicate at school under the circumstances outlined herein, if the student can safely self-administer medications. Subject to Illinois law, self-administration privileges may be withdrawn if the student exhibits behavior which indicates lack of responsibility toward self or others associated with the administration of medication.

A. *Asthma and Allergies.* Students with asthma or severe allergies who utilize an inhaler or epinephrine auto-injector must be allowed to possess and self-administer such medications absent adult supervision, provided the District receives appropriate written authorization in accordance with subparagraph 2(D), in addition to the standard medication administration form and emergency or action plan. When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse or Trained Personnel may utilize the District's supply of epinephrine auto-injectors, if any, to respond to an anaphylactic reaction, under a standing protocol from a

physician licensed to practice medicine in all its branches, a physician assistant who has been delegated the authority to prescribe asthma medications or epinephrine auto-injectors by his or her supervising physician, or an advanced practice nurse who has a collaborative agreement with a collaborating physician that delegates authority to issue a standing protocol for asthma medications or epinephrine auto-injectors.

- B. *Diabetes.* Students with diabetes may possess equipment and supplies necessary to monitor and treat their diabetes in any location in the school setting or at school related activities or events, which should be authorized in the student's Section 504 diabetes care plan. This authority includes:
- 1) checking blood glucose levels;
 - 2) administering insulin, using the student's prescribed insulin delivery system; and
 - 3) treating hyperglycemia or hypoglycemia.
- C. *Supervised Self-Administration.* The school nurse, in conjunction with a health care provider and with parent(s)' written authorization noted in paragraph 2(D), may identify circumstances in which a student may self-administer other medications under the supervision of an adult.
- D. *Written Authorization.*
- 1) **Parent Authorization.** Parent(s) must provide written authorization prior to the student's self-administration of any medication in school. A statement of the student's ability to safely self-administer medications and the student's acknowledgement of the rules associated with self-administration of medication shall be included in the authorization.
 - 2) **Epinephrine Auto-injector.** In addition to written parent authorization, students must have on file with the school nurse written authorization from the student's current health care provider, including a prescription for use of an epinephrine auto-injector, and an emergency or action plan prior to being allowed to self-administer medication by way of an epinephrine auto-injector.
 - 3) **Diabetes Equipment and Supplies.** In addition to written parent authorization, students must have on file with the school nurse and Section 504 Coordinator a written Section 504 plan, or, in the case of a special education student, written documentation in the IEP, that meets the requirements for a diabetes care plan and authorizes the self-monitoring and self-administration of medication by the student. Equipment and supplies used by the student for management of his or her diabetes must be outlined in the Section 504 plan. Among other things, this will assist in avoiding unnecessary disciplinary referrals of students who properly are in possession of items necessary to monitor and treat their diabetes.
 - 4) **Indemnification.** Any parent authorization for the self-administration of medication shall notify the parent(s), in writing, that the District, its employees and agents, including a physician, a physician assistant, or an advanced practice nurse providing standing protocol or prescription for school epinephrine auto-injectors, are to incur no liability or professional discipline for any injury arising from the administration of asthma medication or of an epinephrine auto-injector, except for willful and wanton misconduct, and require the parent(s) to acknowledge this statement and indemnify and hold harmless the School District and its Board, employees, agents, or their successors for any claims, except claims of willful and wanton misconduct, arising out of the administration of asthma medication or of an epinephrine auto-injector, regardless of whether authorization was given by the parent(s) or health care provider.
3. **Parent Administration.** Parent(s) may administer medications at school with the knowledge of the school nurse. In the event the school nurse is not in the building or otherwise unavailable at the time of parent administration, the principal or his/her designee shall ask the parent to complete and sign a medication administration form provided by the District and the principal or his/her designee shall provide the form to the school nurse as documentation of the medication having been administered.
4. **Notification Requirements After Use of Epinephrine Auto-Injector.**
- A. Upon **any** administration of an epinephrine auto-injector, the building principal or designee must immediately activate the EMS system and notify the student's parent, guardian, or emergency contact, if known.
 - B. Within 24 hours of the administration of an undesignated epinephrine auto-injector, the school nurse must notify the physician, physician assistant, or advanced practice nurse who provided the standing protocol or prescription for the undesignated epinephrine auto-injector of its use.
 - C. Within three (3) days after the administration of an undesignated epinephrine auto-injector by a school nurse, Trained Personnel, or a student at a school or school-sponsored activity, the building principal must report to the Illinois State Board of Education in a form and manner prescribed by the Board.

Medication.

1. **Supply of Epinephrine Auto-Injectors.** The District may maintain at a school a supply of undesignated epinephrine auto-injectors in any secure location where an allergic person is most at risk, including, but not limited to, classrooms and lunchrooms. Any supply of epinephrine auto-injectors also shall be maintained in accordance with the manufacturer's instructions.
2. **Prescription Requirement.** All medicine administered at school must be prescribed by a licensed physician or an appropriately licensed physician assistant or advanced practice nurse. This includes over-the-counter and non-prescription medicine (including cough drops, throat lozenges, aspirin, ibuprofen, et-cetera). Medicine prescribed for administration will not be given at school unless the prescription states a specific time of administration which occurs during school hours or a school related activity.

3. Delivery of Medication to School. Medications must be brought to school by parent(s) or another responsible adult or students for whom a written authorization to self-administer medications associated with the student's asthma, allergies or diabetes is on file with the school nurse. No other child may carry medicine to and from school.
4. Appropriate Containers.
 - A. *Prescription Medication.*
 - 1) Generally. Prescription medication and refills must be provided in containers which are prescription-labeled by a pharmacy or licensed prescriber. The label must include the prescription number, student name, type of medication, dosage, directions for administration, date and refill schedule, pharmacy label and name/initials of the pharmacist or licensed prescriber.
 - 2) Sample Medications. Sample medications must be delivered in the original, labeled manufacturer's container identifying the ingredients with the student's name, dosage and directions for administration affixed to it. The medication name, dosage and administration directions must align with that on the prescription written by the licensed prescriber. The sample medication also must be sealed at the time of delivery, unless the original manufacturer's packaging inhibits drug tampering, *e.g.*, an inhaler.
 - B. *Over The Counter Medications.* Non-prescription medicine must contain the manufacturer's label for over the counter medication, with the student's name affixed to the bottle.

Storage. Medication will be stored in a locked cabinet or drawer unless it: a) requires refrigeration, b) is allowed to be in the possession of a student, pursuant to a written authorization on file with the school nurse, or c) is allowed to be carried by the school nurse or Trained Personnel. Refrigerated medicine will be maintained in a secure, refrigerated area. Medication remaining at the end of the school year must be taken home by the parent(s) or will be discarded. Medications will be discarded in the presence of a witness.

Record Keeping.

1. Dosage Recordation. Each dose of prescription medication shall be recorded in the student's individual health record, unless the medication is self-administered by the student. In the event a dose is not administered, the reason shall be entered in the record.
2. Student Health Forms. The medication authorization form and any related documentation will be kept on file in the school nurse's office. Emergency medical information shall be retained in both the school nurse's office and in the student's temporary record file.
3. Effectiveness and Side Effects. The effectiveness and side effects of the medication shall be assessed with each administration and documented as necessary. Documentation of the effects from long-term medications should be summarized at least each semester or more frequently as determined by the school nurse. The Health Services Supervisor shall establish a procedure for advising school staff with a need to know of potential effects of medication on a student and emergency response procedures. The Health Services Supervisor, additionally, shall establish a procedure for providing feedback to the health care provider and the parent(s) at scheduled appropriate intervals for long-term medication or as requested by the health care provider.
4. Epinephrine Auto-Injector Personnel Training. Records evidencing completion of annual training by Trained Personnel shall be maintained by the School Health Supervisor along with the curriculum associated with the training. The School Health Supervisor shall prepare and distribute to each school principal and building school nurse a list of Trained Personnel assigned to that school.

Renewal. Authorization for the administration of medication, whether by school staff or self-administered, is effective for the school year in which it is granted and must be renewed every school year.

Notice of Policy. The Superintendent or designee shall notify parents and students of the contents of this policy no later than 15 days from the beginning of the school year or the student's transfer into the District.

CPR AND AED TRAINING VIDEO

The Illinois High School Athletic Association provides a training video on cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) on its website at <http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>. Parents and students are encouraged to visit the website and view the video at their convenience.

GENERAL INFORMATION ABOUT WAUKEGAN PUBLIC SCHOOLS

DISTRICT WEBSITE - Please visit <http://www.wps60.org> to find information regarding District policies, initiatives and events.

FOIA OFFICER

The District's Freedom of Information Officer is Thomas A. Morris, Jr., General Counsel. Public record information requests may be sent to him at: Waukegan Community Unit School District No. 60, 1201 N. Sheridan Road, Waukegan, IL 60085 or foia@wps60.org. For a list of records immediately available on the District's website, visit <http://www.wps60.org/District/1237-Freedom-of-Information-Act-FOIA.html>.

EMERGENCY SCHOOL CLOSINGS

In case of bad weather or other emergencies, the closing of school(s) will be reported to the Emergency Closing Center as well as to local television and radio stations. Be sure to listen for the specific school or District name. All closures reported to the Emergency Closing Center can be viewed online at <http://www.emergencyclosingcenter.com>, where you may also register for email notifications. Emergency closing announcements will also be made via the District's Blackboard Connect phone system to the household's primary telephone number, the Priority Mail 60 e-mail system for people who are registered at <http://wps60.org/District/1932-Priority-Mail-60.html>, the District's website home page at <http://www.wps60.org>, and in social media. *See also*, District Policy 3601.

TOBACCO & DRUG FREE ZONES

Smoking or the use of any tobacco products, including electronic nicotine delivery systems, such as: vapes, vaporizers, vape pens, hookah pens, and electronic cigarettes or e-pipes, is prohibited on all school property, including District owned, leased or operated vehicles, and within 15 feet of the entrance to any school building or other school facility. Multiple State and federal laws prohibit the possession or use of cannabis, including medical cannabis; illegal controlled substances and methamphetamines on school grounds, in school buildings or in school transportation and require reporting violations to local law enforcement authorities.

CONCEALED CARRY

Firearms are prohibited in school buildings, on school grounds or school transportation or at school sponsored events and activities except if carried by on-duty law enforcement personnel. Visitors with a current, valid FOID card authorized for concealed carry may store a handgun in a properly locked vehicle or concealed container within the vehicle in school parking lots while engaged in school related business. However, the law also requires school principals to report any person observed with a firearm on school property, including parking lots, school transportation, or at school related events or activities, to local law enforcement authorities.

*FOOD ALLERGIES

While it is not possible for the District to completely eliminate the risk of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions when necessary. If you believe your child needs accommodations for food allergies during the school day, contact the school nurse assigned to your child's building or the 504 Coordinator, Eric Christianson at 742 Greenwood Avenue, Waukegan, Illinois 60087, 224-303-3601.

*DELAYED-START SCHEDULE

Instead of calling for a full school closure when situations may not require it, the District will use the emergency calling system to announce a "delayed start" instead. This could be in the case where additional time might be needed to clear snow from roads, sidewalks, and parking lots. The schedule below will be followed when a "Delayed-Start Schedule" is announced.

| School Location | Normal Start Time | Delayed Start Time | Ending Time | Notes |
|---|-------------------------------|---|-------------|---|
| Robbie Lightfoot Early Learning Center | 8:25 AM 12:28 PM | AM Classes are cancelled. PM Classes are at normal time (12:28 PM) | 3:03 PM | |
| Early Elementary Schools: Carman-Buckner Cooke Magnet Glen Flora Greenwood Hyde Park Lyon Magnet North Whittier | 8:30 AM Pre-K 8:25 AM | 9:30 AM* | 3:03 PM | *Kindergarten and Prekindergarten: AM Classes are cancelled. PM Classes start at normal time 12:09 – Kindergarten 12:28 – Prekindergarten |
| Late Elementary Schools: Clark Clearview Glenwood Little Fort McCall Oakdale | 9:15 AM | 11:15 AM* | 3:48 PM | *Kindergarten and Prekindergarten: AM Classes are cancelled. PM Classes start at normal time 12:54 – Kindergarten 1:13 Prekindergarten |
| Washington Elementary | 9:05 AM | 11:05 AM | 3:55 AM | *Kindergarten and Prekindergarten: AM Classes are cancelled. PM Classes start at normal time (12:49) |
| All Middle Schools | 7:20 AM | 9:20 AM | 2:15 PM | |
| High School | 7:15 AM Regular 8:15 AM | Period 1 begins at 10:00 AM | 3:10 PM | Students will travel between campuses on delayed start days |

SCHOOL SAFETY

- School Tip Line.** Waukegan Public Schools reserves the right to maintain a tip line service for students, staff, parents and community members to report an incident to a school administrator. Incidents may be reported via the Internet, text message, or direct communication to a school staff member. Either a school or District administrator will investigate incidents that are reported. Students are held to school's discipline policies and procedures when reporting incidents via the school tip line service. <https://safe2speakup.com/report/?id=96d2d7b1371b41a7b2e61c7053382581>.
- Emergency Communication.** In the event of a school emergency, Waukegan Public Schools will attempt to notify parents/guardians through various methods. These methods may include, but are not limited to:
 - blackboard Connect voice messages to the parent/guardian cell phone;
 - mass Alert text messages to the parent/guardian cell phone;

- C. letters home to parent/guardian;
- D. message posted to District website;
- E. social media platforms; and
- F. message to the community via television and/or radio stations.

All parents/guardians are reminded to keep their emergency contact information up-to-date during the school year. If you change your address after registration, please contact the building/house secretary to change your emergency contact information.

3. **Emergency Drills.** In accordance with Illinois *School Code*, all schools shall complete the required school emergency drills each school year. These include the following drills: Evacuation, Law Enforcement, Bus Evacuation, and Severe Weather and Shelter-in-Place.
 - A. Evacuation Drill. This type of drill prepares students and school staff for a quick exit out of a building when the conditions inside of a building are no longer safe. Evacuations may occur due to fire, hazardous material release, bomb threats or suspicious items, etc.
 - B. Bus Evacuation Drill. This type of drill prepares students and school staff to quickly exit a school bus when conditions inside of a bus are no longer safe. Bus evacuations may occur due to fire, hazardous material release, bomb threat or suspicious items, etc.
 - C. Law Enforcement Drill. This type of drill prepares students and school staff to respond to crisis situations that involve law enforcement. Schools can conduct drills that either prepares students and staff for events that are dangerous inside or outside of the building. This type of drill can include Lockdown or Reverse Evacuation procedures.
 - D. Severe Weather and Shelter-in-Place Drill. This type of drill prepares students and school staff to respond to crisis situations that involve severe weather (e.g., tornados, earthquakes, severe thunderstorms, etc.) or the release of dangerous gas or chemicals outside of the building.
4. **Law Enforcement Assistance – Health or Safety Risk.** Consistent with the *School Code*, and in addition to any disciplinary action that may be appropriate, principals are authorized to contact local law enforcement, “when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity”; assistance is necessary with a school search related to drugs, weapons or other illegal or dangerous substances or materials, or there is a battery to staff. 105 ILCS 10/20.4, 10-22.6(e). *See also* Level II infractions contained at [pages 50-55](#).
5. **Pesticide Application Registry.** Whenever possible, the Waukegan Community Unit School District No. 60 utilizes environmentally safe products to assist in providing a safe and healthy learning environment for students, staff and visitors. From time to time, application of pesticides including insecticides, is necessary to address pest control concerns that are non-responsive to less toxic measures. Telephone broadcast notices will be given at least two (2) business days in advance of the application of any pesticides to school property or school structures to parents who have registered to receive such notice. If you would like to be included in the registry, complete and return the form at [page 62](#). Questions regarding the District’s pesticide application practices or the registry may be directed to Mr. LeBaron Moten at 224-303-3651.
6. **Asbestos Management Plan.** The District’s Asbestos Management Plan is available for review during regular business hours at the District’s central administrative office.
7. **Photo/Video Monitoring.** The District uses photographs and video recordings to assist in monitoring school grounds and property for purposes of safety and security of the students, staff and visitors and to assist with monitoring the condition of the schools and inventorying its property. This recording may occur in public spaces, such as hallways and buses, and the image of individuals accessing the school grounds or using school property may be captured in these recordings. The recordings are not regularly maintained by the District unless used for a specific District purpose, such as filing of a property damage report, student discipline or inventory records. Video recordings are the property of the School District, and disclosure of any video is subject to authorization by the Deputy of Facilities and Support Services or his/her designee.

***FREE OR REDUCED COST BREAKFAST/LUNCH PROGRAM**

The District currently provides free breakfast and lunch to all students without the need for an application. Add-ons or second meals are available for a charge. Prepayment for meal supplements are required at least a week in advance at the elementary schools. Payment is accepted at the middle and high schools at the time of purchase for any second meal and à la carte item. Questions regarding the District’s meal programs should be directed to Alicia Williams at 224-303-3801. *See also*, District Policy 3506 an excerpt of which is at [pages 47-48](#).

***SOCIAL ACTIVITIES**

Each school offers a variety of social, community and recreational events throughout the school year. School organizations, such as the P.T.O., Booster’s Club, PBIS Green Teams, etc., assist in the organization and promotion of these activities. Students may be denied admission to any school event, including prom, as a disciplinary consequence for conduct that violates the District’s discipline policies, if the student is subject to suspension or expulsion at the time of the event, if the student otherwise is absent on the day of the event without valid excuse or due to illness, or if the student’s average grade is “F”. *See also*, policies 5240, 5243, 5244, 5246, 6010 and 6040.

BUDGET AVAILABILITY

This District’s approved annual budget is available for viewing on the District’s website at: <http://www.wps60.org/District/Department/12-Grants-and-Budgeting-Services/1851-District-Budget.html>.

***SCHOOL FEES FOR FY 2018-2019**

1. Fee Amount.

June 15, 2018 – August 2019 Registration

| Kindergarten | 1 – 5 | 6 – 8 | 9 – 12 |
|---------------------|--------------|--------------|---------------|
| \$98.00 | \$128.00 | \$143.00 | \$158.00 |

After school begins

| | Kindergarten | 1 – 5 | 6 – 8 | 9 – 12 |
|--------------------------|---------------------|--------------|--------------|---------------|
| 1 st Semester | \$120.00 | \$150.00 | \$165.00 | \$180.00 |
| 3 rd 9 weeks | \$113.00 | \$135.00 | \$150.00 | \$165.00 |
| 4 th 9 weeks | \$105.00 | \$120.00 | \$135.00 | \$150.00 |
| Summer School PE | TBD | TBD | TBD | TBD |

Fees also may be charged during the course of the school year for participation in approved field trips and extra class activities. Parents will be notified in advance when such fees apply.

2. **Refund of School Fees.** The Board of Education has determined that no refunds will be made except to those students who move during the summer and who do not enter school in the fall or consistent with Board policies governing refunds for canceled field trips or extra class activities.
3. **Fee Waivers.** The District waives fees for persons unable to afford them in accordance with its policy on Waiver of Student Fees. For a copy of the District’s policies on Fees (3203) and Waiver of Fees (3204) or for further information contact your local school principal or the District offices, Waukegan Public Schools, 1201 N. Sheridan Road, Waukegan, IL 60085, 224-303-1000.
 - A. Fee waivers are based on meeting the financial eligibility threshold established for the School Breakfast/Lunch Program; receipt of SNAP or TANF support under Public Aid; the student’s status as a DCFS ward or foster child, if such status continues to allow for automatic eligibility; or Superintendent approval based on homelessness, significant loss of income due to parent illness or injury, or other exigent circumstances impacting a family’s ability to pay school fees. Parents/Guardians of students who are eligible may apply for a fee waiver at any time.
 - B. Students who qualify for free breakfast/lunch at the time of registration are considered as eligible for a fee waiver.
 - C. If a student’s eligibility status changes after the time a waiver is approved, the student shall be charged a prorated fee based upon the number of school days remaining in the school year.
4. **School Fee and Other Debt Collection Procedures.** Student fees, fines, tuition or other costs may be paid by way of cash. Parents will be provided written notice of late payments when they occur and given a definite period of time by which to submit payment. Questions regarding the validity of the amount charged or the availability of alternate payment options should be addressed to building principal. Decisions resulting from that meeting may be appealed to Office of Business and Financial Services, 1201 N. Sheridan Rd., Waukegan, IL 60685. Official transcripts may be withheld until such time as all fees, fines or tuition due and owing are paid. The District also may initiate debt collection procedures through contact with debtors, engagement of a collection agency or request for assistance from the Illinois Office at the Comptroller. Parents/Guardians may also refer to Policy 3208 for additional information concerning the general procedures followed by the District with respect to collecting outstanding debts due the District. *See* District Policy 3506 for fee collection procedures related to meal services.

DRIVER EDUCATION

The District’s Drivers Education policy is provided to students and parents in grades 9 through 12. It also is available on the District’s website at <http://www.wps60.org/District/Department/1-School-Board>.

ALTERNATIVE EDUCATION PROGRAMMING

The District provides alternative education programs. Parents or students may contact the Office of Student Outreach at 224-303-1145 for additional information.

GRADING AND HOMEWORK PRACTICES

Teacher grading practices and homework expectations are to be provided to parents at the start of the school year (elementary) or course (middle and high school). District expectation can be found at Policies 5212-5215.

ITEMS NEEDED FOR REGISTRATION

OFFICE OF RECORDS AND ADDRESS

- ✓ **An original Certified Copy of Birth Certificate - (no faxed or hospital copies accepted) - Preschool, Kindergarten and New Students only.** The school will make a copy of the birth certificate for its files and return the original certified copy to the person enrolling the student. If the person enrolling the student does not possess an original certified copy of the birth certificate at the time of enrollment, he/she will be given 30 days to obtain and present the documentation. *See also*, “Missing Birth Certificate”.
- ✓ **Proof of Residence.** Proof of residency and a notarized statement from landlord/homeowner must be submitted for new students and those students entering kindergarten, sixth, and ninth grades. *See also*, “Residency Verification” below. Two of the following are needed:
 - **Current Lease.** Must have parent/guardian’s name/signature, landlord’s name/signature, current address and dates the lease is in effect.

- **Mortgage Papers.** Must provide document showing possession of property—not closing date.
 - **Gas Bill.** Must be current (within 2 months), must be in parent/guardian name and show service address.
 - **Electric Bill.** Must be current (within 2 months), must be in parent/guardian name and show service address.
 - **Water Bill.** Must be current (within 3 months), must be in parent/guardian name and show service address.
 - **Illinois Driver License or State Identification Card.** Must be current and in parent/guardian’s name.
 - ✓ **Notarized Statement from Landlord /Homeowner** forms are available at Student Support Services. Landlord or homeowner must complete the form, and have signature notarized. A utility bill (gas or electric only) showing the name of the Landlord/Homeowner and service address must be attached.
 - ✓ **Proof of Legal Guardianship/Custody.** For student(s) whose parents are divorced or separated or who are living with a court appointed legal guardian, a certified copy of the court order addressing child custody and educational decision making authority of each parent (*i.e.*, custody order or parental responsibility order) and establishing that the parent enrolling the student is providing the primary residence of the child and that the parent has educational decision making authority for the child. *See also*, “Legal Guardianship/Custody” below.
 - ✓ **ISBE/Attestation Enrollment and Residency.** For students who are living with an adult other than his/her natural or adoptive parents or a court appointed legal guardian and that adult has assumed care and custody of the student for reasons other than to access the District’s schools and is providing a regular, fixed place of night time abode for the student. *See also*, “Legal Guardianship/Custody” below.
 - ✓ **Placement in Foster Care or with a Relative Caretaker.** For students under the legal guardianship of the Department of Children and Family Services who have been placed in foster care, verification of a best interest determination having been made that the student enroll in or remain enrolled in the District when eligible. For students who have been placed with a relative caretaker who is receiving Public Aid on behalf of the student, proof of receipt of public aid.
 - **Record of Current Physical** required by Illinois *School Code*, 105 ILCS 5/27-8.1 and Policy 6030. *See also*, “Physical and Immunizations” below.
 - **Record of Immunization** required by Illinois *School Code*, 105 ILCS 5/27-8.1 and Policy 6030. *See also*, “Physical and Immunizations” below.
 - **ISBE Student Transfer Form** required if student is coming from another public school within the state of Illinois. 105 ILCS 5/2 – 3.13A and Policy 6030. *See also*, “Denial of Enrollment for Period of Suspension or Expulsion” below.
 - ✓ **Parent Certification of Good Standing.** Required for students transferring from out-of-state, certifying that the student is not subject to a suspension or expulsion that has not been completed as of the time of transfer. 105 ILCS 5/2-3.13a(b).
- Optional:** For new to District students, having the following items would be helpful:
- ✓ **Transcripts** and/or records of grades (not required) from previous District.
 - ✓ **Special Education Records** or a copy of a current Individualized Education Plan (IEP) (if child is receiving or being evaluated for special education services at the time of transfer).
 - ✓ **Copy of a current** 504 plan.
 - ✓ **English Learner Records** or a copy of notice of placement in transitional bilingual education programming (if child is receiving services as an English Learner at the time of transfer.)

MISSING BIRTH CERTIFICATE

No student may be refused enrollment or otherwise excluded from school for lack of a certified copy of a birth certificate or other reliable proof of a child’s age and identity. However, the *Missing Children Records Act* and the *Missing Children Registration Act* requires the school to notify local law enforcement if a person enrolling a student for the first time has not produced a certified copy of the child’s birth certificate or other reliable proof of child’s age and identity within 30 days of enrollment. “Other reliable proof” consists of a passport, visa or other governmental documentation of the child’s identity and an affidavit as to why the birth certificate is not available. (*See* 325 ILCS 50/5(b) & 55/5b). The District considers a certified copy of a birth certificate to be available if it can be obtained by the parent/guardian from the vital records office of the county in which the child was born or, if the child was born outside of Illinois, its equivalent, absent extraordinary circumstances. If at the time of enrollment, the birth certificate or, when applicable, other reliable proof is not available, the school must notify the person enrolling the student that he/she has 30 days to produce the birth certificate or other reliable proof. If the documentation is not received by the end of that 30 days, the school is required to notify local law enforcement and provide the person enrolling the student with notice of an additional ten (10) days to present the documentation. As far as the school is concerned, if the school has referred the matter properly and provided all proper notices to the local law enforcement and the person enrolling the student, the school has no further obligations under the missing children laws.

RESIDENCY VERIFICATION

Schools are required to obtain proof of residence for students enrolled in the District from the person seeking to enroll the student. The person presenting proof of residence must have legal custody of the student, or if the student is special education eligible, be the student’s parent/guardian, and reside within the service areas of the District, unless an exception applies. Exceptions may apply for students who: are in foster care, homeless, participating in an approved exchange program or have reached the age of 18; have been placed by the courts or a state agency in a residential program located within the District’s boundaries; have been granted a health/safety transfer through a written intergovernmental agreement between school districts; have a written tuition agreement between the District and the student’s resident school district to support attendance in a specialized program available in the District; or whose residency is impacted by military obligations of his/her parent(s).

At the time of registration, all proof of residence **must** be verified by the principal, dated and signed, with a copy kept in the student's cumulative folder for new students, kindergarten, sixth, and ninth grade. This proof of residence is necessary to comply with State law, which requires the administration to determine whether each child actually resides in the service boundaries of the District.

1. **Homeless Students.** Students whose families are suspected to be homeless should be referred to the **McKinney-Vento Liaison** at 224-303-3617. Documents establishing residency are not required, but the McKinney-Vento Liaison will confirm the current living situation of the family and may require proof of residency from the homeowner or lessee with whom a family has doubled up or verification of other current living circumstances, when applicable.
2. **Divorced/Separated Parents.** In cases of divorced or separated parents, residency shall be determined based on the residence of the parent who has sole legal guardianship or custody or, in instances of joint guardianship or custody, the residence of the parent who provides the student's primary regular fixed night-time abode.
3. **Students in Foster Care.** If the residence of a student in foster care changes due to a change in placement by DCFS, a best interest determination is required to be made in regard to the district in which the student's educational services should continue.
4. **Students Impacted by Military Obligations of Parents.** If the student's residence changes due to the military service obligation of a person who has legal custody of the student, it is the obligation of the person who has legal custody of the student to request in writing that the residence of the student remain the same residence as immediately before the change in residence caused by the military service obligation, for the duration of the military assignment. The District, however, shall not be responsible for transportation to or from school for the student (105ILCS 5/10-20.12b (a-5)). When a special power of attorney exists associated with deployment to active duty, the wishes of the parent/legal guardian regarding school enrollment will control. 105 ILCS 70/30. *See also*, Parents/Guardians Deployed to Active Military below.
5. **False Enrollment – Criminal Penalty.** Knowingly enrolling or attempting to enroll a student in the District when the person enrolling the student knows the student is not a resident of the District and/or knowingly and willfully providing false information regarding a student's residency for the purpose of having the student attend the Waukegan Public Schools is a Class C misdemeanor. Additionally, the student may be barred from continued attendance and a tuition fee charged for the period of time attended if found to be a non-resident after the person who has enrolled the student is given an opportunity for a residency hearing before the Board.

LEGAL GUARDIANSHIP/CUSTODY

Persons seeking to enroll students in the Waukegan Public Schools who are not the natural or adoptive parents of the student(s) must submit to the District at the time of registration or upon request proof of legal guardianship or, if applicable, legal custody as that term is used in the *School Code*.

1. **Legal Guardianship.** A certified copy of the court order granting legal guardianship of the student to a person who is not the student's natural parent for reasons other than to access the District's schools. When a student's parents/guardians are divorced or separated, a certified copy of the most recent court order addressing legal guardianship, custody and educational decision making agreements between the parents is required.
2. **Legal Custody.** Legal custody for students who are not special education eligible may be established by adults who have assumed primary care and custody of a student and are providing a regular, fixed place of nighttime abode within the District for reasons other than to access the District's schools by completion of the ISBE/Attestation Enrollment and Residency form. A *Power of Attorney* or a statutory short term guardianship form indicating a transfer of care and custody for non-educational reasons also may be acceptable, subject to District review and approval. Relatives of a student who have been given custody of a child and are receiving public aid benefits on behalf of that child may submit evidence of the same to establish legal custody. 105 ILCS 5/10-20(12a).

All documentation regarding legal guardianship or caretaker custody or residency **MUST** be kept in the student's cumulative folder and updated when a change occurs.

PHYSICAL AND IMMUNIZATION REQUIREMENTS

All students must submit proof of immunizations and a physical examination. Dental examinations, vision examination, diabetes screening and lead screening are also required for some grades. Age appropriate developmental and social and emotional screenings are part of the required physical examinations as of the 2018-19 school year. Please check with your child's school nurse so he or she can assess all records to be certain they are up-to-date. All students who are new to the District, regardless of grade, must submit their physical examination, including tuberculosis screening and diabetes screening, and current immunizations. Students who are homeless shall be referred to the McKinney-Vento Liaison if necessary for assistance with these requirements. (*See also*, Policy 6030).

1. **Schedule of Required Documents.** Examinations other than dental exams must be within one year prior to the year noted, and proof of immunizations and a physical examination must be received by the 10th day from the start of the school term, except new residents shall have 30 days from the date of enrollment to submit the forms. Dental exams must be conducted by May 15 of the school year required. Vision exams must be conducted by October 15.
 - A. Preschool. Physical examination; including tuberculosis screening, diabetes screening, and lead screening; and current immunizations.
 - B. On entering Kindergarten or First Grade. Physical examination; including tuberculosis screening, diabetes screening, and lead screening; current immunizations, dental examination, and vision examination.
 - C. Second Grade. Dental examination (in addition to physical examination and immunizations already on file).
 - D. Sixth Grade. Physical examination; including tuberculosis screening and diabetes screening; and current immunizations, and dental examination.
 - E. Ninth Grade. Physical examination; including tuberculosis screening and diabetes screening; current immunizations.

- F. Twelfth Grade. Two doses of MCV4 (Meningococcal Conjugate Vaccine) in addition to physical examination and immunizations already on file. A second dose of MCV 4 must be administered on or after the 16th birthday. If the first dose is received at 16 years of age or older, only one dose is required.
2. **Failure to Comply.** Failure to timely provide proof of immunizations or physical exams may result in the student's exclusion from school until it is received, as required by the *School Code*. Students will not be excluded, however, if the health exam documentation presented fails to reflect completion of a developmental or social and emotional screening. Parents of students who were not screened by their health care provider for delays in developmental or social and emotional growth may contact the student's teacher, building principal or Diverse Learners Department 224-303-1122 to request screenings if they have concerns that their child may have a disability and is in need of an evaluation for special education services or accommodations. *See* Child Find at [pages 11-12](#) for further information. Failure to timely provide proof of dental or vision exams may result in withholding of report cards until proof of examination is received.

PARENTS/GUARDIANS DEPLOYED TO ACTIVE MILITARY DUTY

At the time of registration, a parent/guardian voluntarily may disclose whether the student has a parent/guardian who is a member of a branch of the armed forces of the United States and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are enrolling or maintaining residency consistent with directions provided in a special power of attorney or short term guardianship papers properly executed by their parent(s) prior to deployment may attend tuition free for the duration of active duty plus 30 days. If a school transfer is involved, students initially will be placed in grade level/classes comparable to the grade level/classes attended prior to transfer, to the extent such classes are available. This does not preclude adjustments based on future assessments of the student's performance and needs. Reasonable efforts will be made to facilitate the timely graduation for students who transfer in their senior year through program adjustments such as prerequisite course waivers, course substitutions or coordination of diploma issuance by the student's former school if the student would not otherwise be able to meet the District's graduation requirements solely for scheduling reasons.

ENROLLMENT DENIAL FOR PERIOD OF SUSPENSION OR EXPULSION

Students wishing to transfer into the District must complete any outstanding period of suspension or expulsion issued by the transferring school for any misconduct prior to enrollment unless the Board of Education authorizes the student's participation in an alternative school program, whether the transfer is from within or outside of the State of Illinois.

ENROLLMENT DENIAL FOR FAILURE TO MEET ACADEMIC STANDARDS OR ATTENDANCE

1. A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic standards if all of the following conditions are met:
 - A. The student achieved a grade point average of less than "D" (or its equivalent) in the semester immediately prior to the current semester.
 - B. The student and the student's parent/guardian are given written notice warning that the student is failing academically and is subject to denial from enrollment for one semester, unless a "D" average (or its equivalent) or better is attained in the current semester.
 - C. The parent/guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with the student's rights to due process.
 - D. The student is provided with an academic improvement plan and academic remediation services.
 - E. The student fails to achieve a "D" average (or its equivalent) or better in the current semester.
2. A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum attendance standards if all of the following conditions are met:
 - A. The student was absent without valid cause for 20% or more of the attendance days in the semester immediately preceding the current semester.
 - B. The student and the student's parent/guardian are given written notice warning that the student is subject to denial from enrollment for one semester unless the student is absent without valid cause less than 20% of the attendance days in the current semester.
 - C. The student's parent/guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with the student's right to due process.
 - D. The student is provided with attendance remediation services, including without limitation assessment, counseling, and support services.
 - E. The student is absent without valid cause for 20% or more of the attendance days in current semester.
3. A school or school district may not deny enrollment to a student (or reenrollment to a dropout) who is at least 17 years of age or older but below 19 years for more than one consecutive semester for failure to meet academic or attendance standards. *See*, Policy 6001.

ENROLLMENT DENIAL – STUDENTS 19 YEARS OF AGE OR OLDER

Students 19 years of age or older who have dropped out-of-school and, because of age and lack of credits, cannot graduate by his or her 21st birthday, attending classes during the regular school year, shall not be enrolled. The student may appeal any such denial for a hearing before the Board of Education. The Board may, but is not required to, enroll the student in an alternative learning program at the recommendation of the Superintendent or his/her designee. This provision does not apply to students with disabilities eligible for services under IDEA. *See*, Policy 6001.

Waukegan Community Unit School District No. 60
2018-2019 School Calendar



| July 2018 | | | | |
|----------------|----|----|----|----|
| M | T | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |
| August 2018 | | | | |
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |
| September 2018 | | | | |
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |
| October 2018 | | | | |
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| November 2018 | | | | |
| M | T | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| December 2018 | | | | |
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| January 2019 | | | | |
|---------------|----|----|----|----|
| M | T | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |
| February 2019 | | | | |
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | |
| March 2019 | | | | |
| M | T | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |
| April 2019 | | | | |
| M | T | W | Th | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |
| May 2019 | | | | |
| M | T | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |
| June 2019 | | | | |
| M | T | W | Th | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| | | | | |

Waukegan Community Unit School District No. 60
2018-2019 School Calendar



| | |
|-------------------------------|--|
| August 13 - 17, 2018 | New Teacher Orientation (Great Beginnings) |
| August 20, 2018 | District Institute Day - Welcome |
| August 20, 2018 | District Institute Day - Teacher Preparation (P.M.) Per Contract |
| August 21, 2018 | District Institute Day |
| August 22, 2018 | School Professional Development Day |
| August 23, 2018 | Students First Day |
| September 3, 2018 | Labor Day - District Closed |
| October 8, 2018 | Columbus Day - District Closed |
| October 9, 2018 | District Institute Day - Students Not In Attendance |
| November 7 - 8, 2018 | Parent Teacher Conferences in the Evening |
| November 9, 2018 | Schools Closed - (12 Month Secretaries and District is in Session) |
| November 21, 2018 | Alternative Holiday - District Closed |
| November 22 - 23, 2018 | Thanksgiving Recess - District Closed |
| December 24 - January 4, 2019 | Winter Break - Students Not In Attendance |
| January 7, 2019 | Students Return |
| January 14, 2019 | First Semester Ends - Records Day - Students Not In Attendance |
| January 21, 2019 | Martin Luther King Day - District Closed |
| February 18, 2019 | Presidents Day - District Closed |
| March 25 - 29, 2019 | Spring Break - Students Not In Attendance |
| April 8, 2019 | District Institute Day - Students Not In Attendance |
| April 19, 2019 | District Closed - Students Not In Attendance |
| May 27, 2019 | Memorial Day - District Closed |
| June 4, 2019 | Second Semester Ends - Students Last Day |
| June 5, 2019 | Records Day - Full Day of Teacher Attendance |
| June 6 - 12, 2019 | District Emergency Days (if necessary) |

1st Quarter 8/23 – 10/26/2018 = 44
 2nd Quarter 10/29 – 1/11/2019 = 41
Total First Semester Days = 85

3rd Quarter 1/15 – 3/22/2019 = 47
 4th Quarter 4/1 – 6/4/2019 = 44
Total Second Semester Days = 91

Total Student Days = 176

| | |
|-----|---|
| DI | District Institute Day (4) |
| XED | Emergency Day |
| HOL | Legal Holiday |
| NT | New Teacher Orientation (5) |
| RD | Records Day (2) |
| SPD | School Professional Development Day (1) |
| SFD | Students First Day |
| SLD | Students Last Day |
| NIA | Students Not In Attendance |

Parent

| | |
|--|-----------------------|
| Parent-Teacher Conferences Schedule | |
| For Both Evenings on November 7 and 8 | |
| Pre-K & Elementary | |
| Nov 7 | 4:30 p.m. – 7:30 p.m. |
| Nov 8 | 4:30 p.m. – 7:23 p.m. |
| Middle Schools | 4:30 p.m. – 7:37 p.m. |
| High Schools | 4:30 p.m. – 7:37 p.m. |

STUDENT RIGHTS AND DISCIPLINE

Pursuant to the Illinois *School Code*, the District has developed policies concerning student rights and discipline, including the suspension, expulsion and stayed expulsion of students. These policies address student discipline generally and specifically and take into consideration procedural safeguards mandated for students eligible for special education. The purpose of all such policies is the furtherance of an educational program which fosters a fair, secure, and stable environment for learning. Policies addressing student discipline and conduct apply to all programs sanctioned by Waukegan Public Schools, pre-kindergarten through high school. Both the home and school partner with each other in the education of a student. If a student demonstrates behavioral concerns, parents/guardians should immediately contact the student's teacher to discuss the matter. When parents/guardians work together with the school many student behavioral concerns resolve themselves.

For your convenience, we are providing this brief summary. A complete set of policies are or will be available on the District's website (<http://www.wps60.org>) under "School Board" and also may be requested from the Main Office of your child's school.

At all times, student discipline shall be based upon the behavior and attitude of the student and shall take into consideration the provisions of a behavior intervention plan, if applicable. Corporal punishment is prohibited as a disciplinary measure and includes: slapping, paddling, prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include the use of reasonable force necessary for the protection of the student or others, to gain compliance with a direction to leave an area, or for purposes of self-defense. Disciplinary action shall not be taken in whole or in part based upon a parent's/guardian's medical decision(s) for a student, including a decision to refuse psychotropic or psycho-stimulant medication for his or her child. All certificated staff, additionally, shall attend in-service training(s) at least once every two (2) years addressing the best practices in the identification and treatment of attention deficit disorders (ADD and ADHD), non-aversive behavioral interventions in schools, and the use of psychotropic or psycho-stimulant medication for school aged children. The District shall make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers and staff on the adverse consequences of school exclusion and justice system involvement, effective classroom management strategies, culturally responsive discipline and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

DISCIPLINE INFRACTIONS

The District, consistent with Policy 6040, has established a comprehensive listing of behaviors which are inappropriate to the learning environment. Infractions include misbehavior, absenteeism and excessive tardiness or truancy. This conduct can be disruptive and may interfere with the rights of other students to enjoy a safe and supportive educational experience. In many cases, the conduct could cause injury or be harmful to others and possibly the offending student.

The school prohibits inappropriate behavior which is not conducive to education. In most cases, graduated punishments are listed for each offense such that the most stringent penalty typically is not imposed for a first occurrence. The intent of this progressive discipline policy is

to provide the students with an opportunity to learn from mistakes and to correct their behavior. Graduated punishments generally move from warnings through counseling or other restorative measures to in-school suspensions, out-of-school suspensions and finally expulsion or stayed expulsion, when applicable. On the other hand, by creating multiple occurrence categories, the Board does not intend to encourage or condone multiple occurrences of the same offense. Therefore, under certain circumstances when the gravity of the offense is severe or causes injury/damage, the Administration is permitted to increase the consequences of an offense based on its severity. This increase of penalty is intended to be the exception and not the rule.

The discipline policies consider the age, grade level and cognitive ability of the student, as well as the gravity of the offense. Student discipline generally may be imposed up to one year following the date school officials learn of the misconduct, provided the student was enrolled at the time of the alleged misconduct. This time frame may be extended for Level 2 infractions when extenuating circumstances interfered with the District's ability to act within the one year time frame. Disciplinary consequences which have not been served by the end of the current school year may carry over into the next school year, unless the carry-over is waived by the Superintendent, for good cause.

*The discipline policies are reviewed annually and revised when needed. The effective dates for the discipline policies enforcement are the first day of school through the day preceding the first day of school for the following school year. We encourage your support of the discipline policies because its purpose is the preservation of student and school safety and quality educational experiences for all of our students.

School administrators have the right, based on referrals or discipline issues, to prohibit student(s) from participating in or attending after school or extracurricular activities, including graduation, prom, or athletic events; being on school property, including transportation; or attending off campus school sponsored activities related or unrelated to a classroom assignment. In the event of a classroom assignment, administrators have the right to provide an equitable alternative that has been approved by the classroom teacher.

Under the *Parental Responsibility Law*, 740 ILCS 115/1 *et seq.*, parents/guardians may be liable for actual damages up to \$30,000 for the willful or malicious acts of minors who reside with them and who cause personal injury or property damage plus the prevailing plaintiff's reasonable attorney's fees and costs. Acts of vandalism which cause damage to school grounds or property provide a basis for the School District or others to seek judicial remedies under this law.

SCHOOL JURISDICTION

The discipline policies apply whenever student misconduct is reasonably related to school or school activities. This includes conduct which occurs: on or within sight of school grounds, at any time; at all off campus school related activities or events or events reasonably related to school; while traveling to or from school or school related activities or events; or 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 reasonably may 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. "School grounds" includes modes of transportation

to school or school activities, school bus stops, and any public way within 1,000 feet of the school, as well as school property itself.

STUDENTS AT RISK FOR AGGRESSIVE BEHAVIORS

In keeping with the District's commitment to maintain a safe and supportive educational environment, certain behaviors may cause a student to be identified as at risk for and in need of early intervention in order to provide the student with better options and coping skills in the school environment. Early intervention efforts may include, but are not limited to: parents/guardians, student, administrator conference; counseling; participation in group activities designed to address behavior concerns (e.g., conflict resolution training, social skills, and/or problem solving skill development; or referral to IPST). In every instance of student misconduct involving an at risk behavior, the student's parent shall be notified of the occurrence and that the behavior is believed to put the student at risk for engaging in aggressive behaviors in the future.

Students who engage in misconduct that constitutes aggressive behavior, e.g., fighting, creation of fire hazards, battery, sexual molestation, vandalism, or use of a weapon, may also benefit from similar intervention efforts, as deemed appropriate by the District staff responsible for student discipline.

BIAS-RELATED INCIDENTS, HARASSMENT, & BULLYING

Bullying, bias-related incidents, and/or harassment of any nature, including sexual harassment, is prohibited. This includes incidents on the basis of the actual or perceived race, color, religion, gender, gender identity or gender expression, sexual orientation, national origin, ancestry, age, marital status, disability, sexual orientation, gender related identity or expression, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. Additionally, no student or teacher shall be subjected to bullying, bias-related incidents, and/or sexual harassment: i) during any school-sponsored education program or activity; ii) 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; or iii) through the transmission of information from a computer, a computer network, cell phone, social networking, or other similar electronic equipment.

A student who feels that he/she is being bullied, sexually harassed, involved in a bias-related incident or witnesses the bullying, sexual harassment, or a bias-related incident of others are encouraged to notify school personnel so that appropriate action can be taken to address the allegations. No student shall be retaliated against for reporting or participating in the investigation of alleged bullying, bias-related incidents and/or sexual harassment. For further information of bullying, see the Bully-Level 2 definition. For further information refer to the Definition Section and District Policies: Bullying (6046), Non-Discrimination (6020), Harassment of Students Prohibited (6021) and Student Technology Usage (6043). For current data on bullying, please refer to the following link <http://www.wps60.org>.

CONTROLLED SUBSTANCES, INCLUDING ALCOHOL AND MEDICATIONS

Possessing, using, being under the influence, or transferring or attempting to transfer to others any alcohol; drug-related

substances; look-a-like; unauthorized prescription or over-the-counter medications; other substance whose intended purpose is to intoxicate; or apparatus or paraphernalia designed or intended for smoking, inhaling, injecting or ingesting an illegal substance is strictly prohibited. The possession or use of medical cannabis by students is prohibited in school buildings or on school property, including school transportation vehicles owned, leased or operated by the District or its agents, even if the student otherwise is a registered qualified patients.

FOOD AND BEVERAGES (Pre-K to High School)

Unless previously authorized by the school administration or pursuant to an IEP, 504 plan or individual health plan addressing food allergies, parents, guardians or other visitors may not deliver food and/or beverages to students during the school day. Any authorized delivery to a student of commercially prepared food will require the student to eat the delivered food in the office. Free drinking water is available to students in cafeterias during meal periods (self-service).

SUSPENSIONS AND EXPULSIONS

Students may only receive out-of-school suspensions for 1-3 days per incident when the student's continuing presence in school would pose a threat to school safety or disruption to other students' learning opportunities. Students may be suspended out-of-school for 4-10 days per incident when other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school. School administrators shall determine on a case-by-case basis whether appropriate and available behavioral and disciplinary interventions have been exhausted and shall make all reasonable efforts to resolve threats, address disruptions and minimize the length of student exclusions to the greatest extent practicable.

Students that are suspended out-of-school for 5-10 school days shall be provided appropriate and available support services during the period of the suspension. Suspended students, including those suspended from the bus who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit. It is the responsibility of a student's parent/guardian to notify school administrators that a student suspended from the school bus does not have alternate transportation to school. A reentry communication process with students and parents/guardians is required following any school exclusion (out-of-school suspension, expulsion, or alternate school placement following disciplinary action).

Subject to the above guidelines, a student may be suspended or expelled from attending school, participating in school-sponsored activities, being on school grounds, or from riding School District transportation for up to two (2) calendar years for acts of gross disobedience or misconduct, as set forth in District's discipline policies. The expulsion of a student for a minimum of one year is required anytime the student is found to have brought to school, any school sponsored activity or event or any activity or event that bears a reasonable relationship to school:

1. a firearm; or
2. a knife, brass knuckles or other knuckle weapon regardless of its composition, billy club or, if used or attempted to be used, any other object to cause bodily harm, including "look a likes" of any firearm.

The time period of the mandatory expulsion is subject to modification by the Superintendent or Board. Expulsions for any other reason, including weapons offenses not covered above (e.g., use/attempted use of an object already at school or brought to school by another to cause bodily harm,) may occur at the discretion of the administration and Board, except that no student attending preschool funded through a grant from the ISBE shall be subject to expulsion. 105 ILCS 5/10-22.6(a), (d) & (k).

The Board may elect to stay an expulsion in order to allow a student the opportunity to continue his or her education in an alternative school setting. The consequence of a stay of an expulsion is that the student will be allowed to attend instructional classes but will be prohibited from participating in or attending after school or extracurricular activities, including prom, or athletic events; being on school property; or receiving transportation, other than to travel to and from academic classes. The Board, additionally, may include other conditions to a stay of an expulsion, such as prohibiting attendance at graduation or requiring that the student comply with a Discipline Conference Contract while attending classes, which would be stated by the Board at the time an expulsion is stayed. Failure to attend the alternative program will result in the stay being removed and an expulsion reinstated.

Additionally, for offenses that do not involve drugs, weapons, or serious bodily injury, the administration and parents may agree to the student's placement in an alternative school program without need for an expulsion hearing, subject to the parents providing a knowing and voluntary written waiver of the student's procedural due process rights and final approval by the Board. Any such agreement would stay the period of expulsion otherwise associated with the offense charged pending successful completion of the term of the agreement. If the student successfully completes the term of the agreement, the expulsion would not be placed on the student's record but the referral for expulsion and subsequent agreement would remain a part of the record until such time as deemed appropriate to cull from the record, in accordance with the District's regular record maintenance practices.

In-School Studies (ISS) may also be imposed, as the school administrator deems necessary. We recognize that such actions may cause a hardship on the families involved for various reasons, and that fact is always considered when consequences are dispensed. However, the best interest of the District and student body as a whole is always the primary consideration.

In the event of an incident regarding student discipline, we encourage the input of parents and guardians. Parents will receive a written notification of a suspension. A parent/guardian that questions the appropriateness of an out-of-school suspension may appeal the suspension and have the matter heard by a Hearing Officer appointed by the School Board. The Hearing Officer will compile the evidence and submit findings in a written report to the School Board. The School Board will study the report before making the final disposition of the case. You may obtain a hearing by filing a Suspension Appeal with the Office of Student Discipline located at 742 West Greenwood Avenue (Welcome Center) within seven (7) calendar days from the date appearing on the Suspension Letter. Notices of a possible expulsion will be sent by certified mail. The notice will inform you of why discipline is being imposed and what action will be taken against the student. The notice will explain the procedures in detail and will advise the parent of his or her rights to participate. In general, students will be provided an

opportunity to respond to allegations of misconduct and explain their actions prior to disciplinary actions being determined or undertaken. When expulsion is recommended, a hearing will be held at which time the student and his/her parents/guardians may present an explanation concerning any problem or incident related to the misconduct for which expulsion was recommended. For students with disabilities (IDEA or Section 504), additional procedural protections are outlined in later sections. See [pages 38-39](#).

Students expelled for drug, weapons offenses or battery to staff are limited in transferring to other public schools until the period of expulsion has expired (105 ILCS 5/2-3.13a). Additionally, some schools may refuse to accept a student transfer if the student is subject to a suspension or expulsion for any other disciplinary reason, subject to the new school allowing alternative placement for the remaining disciplinary period. See Policy 6013 for further information.

EXCESSIVE SUSPENSIONS

A student who has received 21 or more days of out-of-school suspension cumulatively within a school term, may be transferred to a District alternative educational program, provided: 1) the student does not pose a safety risk to the students or staff at the alternative educational program, 2) a seat at the student's grade level is available at the time the transfer request is approved, and 3) the alternative educational program can meet the student's educational needs. Parents of students approved for such a transfer will be invited to a meeting with alternative school staff to discuss the student's educational needs and determine the length of time the student shall attend the alternative school program. Parents may appeal an intra-district transfer recommendation in the same manner as allowed for appeal of any other suspension not associated with an expulsion. Excessive Suspension transfers will be implemented consistent with the procedural safeguards available to students with disabilities, when applicable.

SATURDAY SCHOOL

The Board of Education has approved a Saturday Suspension Program for students who have received an out-of-school suspension of two (2) days or more. Parents/guardians may request their student serve part of his or her suspension during the Saturday program for any non-expellable infraction. If you have any questions, please call your child's school.

TELEPHONE NOTIFICATION

Reasonable attempts will be made to inform parents/guardians via telephone of a school related incident. In cases where efforts are unsuccessful, a notice will be mailed to parents/guardians informing them of the specifics of the incident.

RETENTION/PROMOTION OF STUDENTS EXPELLED FOR PART OF THE SCHOOL YEAR

Expelled students may attend summer school, if conducted, at the discretion of the School Board. Promotion to the next grade level depends upon application of Board Policy 5215, Non-social Promotion Grades K-12.

Expelled students whose expulsions have been stayed and who have attended the Regional Office of Education Safe School or other alternative program designated by the School Board, an accredited private school or home school program, and have been successful generally will be promoted to the next grade level without having to attend summer school, provided at the high school level the student has sufficient credits to qualify for the next grade level. (See also, Policy 6003, Nonpublic/Non-graded School Students, including Home School Students.).

Expelled students whose expulsions have been stayed and who have been assigned to the Safe School or another alternative placement, and have not attended regularly, or who have not been successful in the Safe School program, or other alternative program may need to attend and successfully pass either Safe School, other designated alternative program or District 60 Summer School, if offered, in order to be promoted.

THE CRIMINAL CODE AND JUVENILE COURT ACT

The *Criminal Code and the Juvenile Court Act* contain several crimes specifically related to the problems of gangs and criminal activity in and around our schools which result in an increased penalty for the offense or the prosecution of the alleged offender as an adult rather than as a juvenile. Examples of such offenses include, but are not limited to: use or threat of harm to solicit or cause a person to join an organization or association, crimes involving specific firearms, and certain drug offenses. As a reminder, in addition to risking increased criminal penalties, the commission of any of these offenses may be an expellable event if it occurs: on or within eyesight of school grounds; at activities or events that are school sponsored or reasonably related to school, whether held on or off campus or on the way to or from school or anywhere else if the incident interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

SEXUAL HARASSMENT

In addition to policies governing school system operations generally, a specific policy has been enacted that prohibits sexual harassment. Plainly, there is no place for sexually harassing behavior in our schools. Thus, the District's Harassment of Students Prohibited Policy 6021 defines and prohibits the types of unwelcome behavior which can occur among students and staff and which constitutes harassment generally and sexual harassment in particular. Parents/guardians and students may review a copy of the District's policy prohibiting sexual harassment upon request from the school principal or designee or can access it on-line at the Districts' website.

Sexual harassment shall not be tolerated or condoned. Persons who believe they have suffered or witnessed improper conduct that appears to be sexual harassment should promptly inform a department chairperson, building principal, any staff member or supervisor. Charges will be fully investigated. If students are involved, parents/guardians will be contacted. Disciplinary action will be taken if charges are substantiated after a thorough investigation. Retaliation for reporting in good faith behavior thought to be sexual harassment or participating in an investigation shall not be tolerated and will lead to disciplinary action.

ELECTRONIC DEVICES

Electronic devices have become readily available in today's society. Some devices are for purely recreational purposes, e.g., hand-held electronic games and iPods, while others serve a more practical purpose such as contacting parents who are late in picking up a student after a school event or using a laser pointer under the supervision of an instructor for a class presentation. However, electronic devices can be misused in the school setting. The following rules of acceptable use of electronic devices, accordingly, guide District administrators in determining if a student has committed this infraction of the discipline policies. (See, Policy 6044).

1. **Cell Phones/Video/Audio Entertainment.** For students in Pre-K through eighth grade, cell phones, iPods, radios or other similar electronic devices, along

with any headphones used to listen to these devices, may not be used during the school day except in an emergency, as authorized by an administrator or during transportation.

Waukegan High School students may use these devices during non-instructional time if they properly display their high school identification badge and stop using the device whenever school staff is attempting to communicate with a student. Non-instructional time includes: passing periods, lunch period, before and after school and during extra-curricular activities in which the student is a spectator.

For all students, cell phones should be carried inside a student's purse, book bag or stored in the student's locker while on school property. Cell phones should not be worn on a student's person and should be turned off and incapable of receiving a signal throughout the entire school day, except when use is authorized.

2. **Emergencies.** Cellular telephones or PDAs that also are telephones (collectively referred to as cell phones) are for emergency parent/guardian contact purposes only. All other emergencies should be reported to school personnel, who will assist students and make office phones available, if necessary.
3. **Bathrooms/Locker Rooms.** Use of any electronic device in any bathroom or locker room for the purpose of recording sound or visual images is prohibited.
4. **Transportation.** Cell phones and electronic devices may be used during transportation to and from school and school events or activities provided use does not disturb others around them.
5. **While Driving.** A person regardless of age may not use a wireless telephone/electronic communication device while operating a motor vehicle on a public roadway in a school speed zone, which includes school parking lots and driveways. *Public Act 096-0131*.
6. **Health/Safety Risks.** Use of cell phones and other electronic devices in a manner that creates a health or safety risk or is in violation of State or federal laws or District policies, including for purposes of harassment, bullying, possession or distribution of indecent visual depictions (e.g., sexting), is prohibited.
7. **Laser Pointers.** Students are prohibited from possessing or using laser pointers on school property, on school transportation, in transit to or from school, or at school sponsored events or activities unless the classroom teacher or other authorized school staff person specifically requests the student use a laser. The laser pointer will then be provided by the instructor to assist in a classroom or general assembly presentation. When in use, a laser pointer should always be focused on a blackboard, screen or other image being referenced in the presentation. Laser pointers never should be pointed at a person's face, particularly in the eye area. When not in use, the laser pointer should be turned off and immediately returned to the school staff person. Any misuse of the laser pointer while engaged in such a presentation shall be considered unauthorized use and shall be grounds for discipline.

Pagers are prohibited on school grounds, on school transportation or at school sponsored events or activities unless prior written permission has been obtained from the school principal or administration for good cause. Students with disabilities may use portable electronic devices to the

extent determined necessary through the Individualized Education Program (IEP) or Section 504 procedure.

District staff that witness or become aware of a student's inappropriate use of an electronic device may confiscate said device for the remainder of the school day, in addition to any other consequence outlined in discipline policies. Any confiscated electronic device should be given to the District administrator responsible for student discipline in the school building or at the school sponsored event or activity where the offense took place as soon as practicable for safekeeping. Repeat offenses of misuse of an electronic device will result in the device being confiscated until such time as the student's parent is available to meet with the administration to retrieve the electronic device, and may also result in the loss of privilege to possess the electronic device while at or involved in school related activities.

All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect, when appropriate. Additionally, cell phones and electronic devices may not be used for creating, sending, sharing, viewing, or possessing indecent visual depictions as defined in State law, e.g., sexting, regardless of whether the depiction violates State law.

The District is not responsible for loss of or damage to any electronic device unless the device has been confiscated by authorized school personnel due to misuse during the school day and the loss or damage occurred while the device was under the control of the administrator. Any portable electronic devices confiscated based upon a reasonable belief that the device was used in furtherance of a violation of this or other District policies may be searched for incriminating evidence. Students who elect to use a portable electronic device in furtherance of misconduct have no reasonable expectation of privacy in the contents of the portable electronic device under such circumstances.

Students are required to stop using portable electronic devices and/or to turn portable electronic devices over to school personnel when requested. Students who refuse to do so have committed insubordination, in violation of policies for student discipline, and may be subject to disciplinary action. Students who repeatedly misuse portable electronic devices may lose the privilege to possess such devices while at or involved in school or school related activities, in addition to any other disciplinary consequences. Students who use a portable electronic device in the commission of another disciplinary offense may be subject to the consequences of that offense in addition to any consequence applicable under these rules.

***School Resource Officers, who are present in the schools to assist in safety and security matters, wear body cameras capable of making video and audio recordings during the performance of their official duties.**

PUPIL USE OF SCHOOL LOCKERS

Lockers used by pupils are the property of the School District. Students only have the privilege of using lockers. They do not have exclusive possession and control rights. Students are not permitted to share lockers.

School officials may search lockers, with or without student knowledge or permission, whenever they have reason to believe that a locker is being misused. Lockers are to be used to store clothing, books and other items necessary for use at school. Lockers may not be used to store weapons, stolen articles, tobacco or tobacco products, alcoholic beverages, drugs not authorized to be in the student's possession, items that may endanger the health or safety of students or any other

type of material not needed for education purposes. Searches may include, but are not limited to, the use of metal detectors, wands or police dogs. See Policy 6024 for further information.

SEARCHES

School officials have the right to inspect student lockers, desks, parking lots and the vehicles located thereon and other school property at any time. Student property that is left unattended also may be searched for any reason. Individual(s) and/or property belonging to students which is under their control and possession may be searched when there is reasonable suspicion to believe said individual may possess weapon(s), contraband, other non-permitted item(s), or when there is reasonable grounds to believe the individual is involved in a rules violation. The criminal standard of "probable cause" is not required to support a search at the school level or for the Board to act upon evidence obtained through an appropriate search.

Whenever possible, a search that involves touching the student or that goes beyond a search of a student using a metal wand or of the student's property will be conducted by a person of the student's gender and with another adult witness of the same sex present. If practicable, and depending on the reason for the search, the school official may, in his/her sole discretion, delay a search until such time as the student's parent can be present, but the student and his/her belongings shall remain supervised by the administrator or his/her designee until such time as the search can be conducted.

SOCIAL NETWORK ACCESS INFORMATION

Students may not be required to provide a password or other account information to allow administrators to access the student's account(s) or profile(s) on a social networking website(s). However, if the District has specific information about activity on the student's account that violates the discipline policies or other Board policy, the District may investigate and require the student to cooperate with the investigation by sharing the content reported to be on the student's social networking account in order to make a factual determination. Failure to cooperate will result in a presumption that the social network account contains incriminating evidence.

ISOLATED TIME OUT AND PHYSICAL RESTRAINT

The District allows use of physical restraint when necessary to ensure a safe, educational environment. Physical restraint may not be used for disciplinary purposes, and the District prohibits the use of isolated time out in District facilities. Conduct that led to the need for the use of physical restraint may be disciplined, in accordance with the District's discipline policies. Each use of physical restraint shall be documented by the District, with a copy provided to parents. A meeting will be called to discuss the student's conduct whenever there are multiple instances of the use of physical restraint. Physical restraint cannot be included in an Individual Educational Plan as a behavior management technique; however, it may be used with students with disabilities to the same extent as allowed for students without disabilities.

Isolated time out occurs when a student is confined in a room or other enclosure, whether within or outside the classroom, from which the student's exit is restricted.

Physical restraint means holding a student or otherwise restricting his/her movements when a student has become an imminent danger to self or others. However, physical restraint does not include momentary periods of person-to-person contact using limited force designed to prevent a

student from committing a harmful act against himself/herself or others, the destruction of property, or to direct a disruptive student away from an area from which he/she will not voluntarily leave. Physical restraint is to be utilized only as a last resort, and when not medically contraindicated, and staff that employ physical restraint are regularly trained and certified in safe physical restraint techniques. Questions regarding this policy or concerns with its implementation should be directed to the Crisis Intervention Coordinator or the Director of Crisis Intervention and Safety.

LIMITATIONS ON SUSPENSION OF STUDENTS WITH DISABILITIES

A student eligible for special education services under IDEA may be suspended out-of-school up to ten (10) days cumulative in a school year to the same extent as a student without disabilities, without regard to whether the misconduct is a manifestation of the student's disability. Additional days of out-of-school suspension may be issued in response to separate incidents of misconduct, as long as the repeated removals do not constitute a change in placement based upon a pattern of removals during the school year or an expulsion and, if a change of placement, the misconduct is determined by the student's IEP team to be unrelated to the student's disability. Factors the District considers in determining if a series of suspensions, each of which is ten (10) days or under, constitutes a change of placement include: whether the removals within the series of suspensions are for conduct that is substantially similar, the length of each removal, the total amount of time the student is removed, and proximity of the removals to one another. [34 CFR 300.536(a)(2)]. Principals or their designees consult with the Department of Diverse Learners to determine if a change of placement may exist due to a pattern of suspensions.

Educational services need not be provided to the student during the first ten (10) days of removal during the school year, other than as is required or allowed for students without disabilities. However, beginning on the eleventh (11th) day of suspension, the student eligible for special education under IDEA must be provided with the services listed on the IEP to the extent determined by school administrators, in consultation with the student's special education teacher, such that the student can continue to make progress in his or her education and IEP goals. The student's IEP Team, additionally, must consider the need for a functional assessment of behavior and development of a behavior intervention plan or review an existing behavior intervention plan and may make other modifications to the student's IEP as determined warranted by the team.

Students who receive an in-school suspension are to continue to receive services identified in their IEP during the in-school suspension. If they do not, the time is treated as an out-of-school suspension under IDEA solely for the purpose of determining when the student may be eligible for continuing educational services related to disciplinary removals. The same is true for students who cannot get to school due to a bus suspension. The parent/guardian and the Department of Diverse Learners must be given written notice of each out-of-school suspension. Further information regarding the discipline of students with disabilities is available from the Department of Diverse Learners.

Students with a qualifying disability under Section 504 (Section 504 Students) similarly may be suspended from school for up to ten (10) days cumulative in a school year, to the same extent as students without disabilities. Subsequent short term suspensions that are a change of placement or expulsion may occur, provided the underlying misconduct is

not related to the student's disability, as determined by the Student's 504 team. The rights of Section 504 Students to ongoing educational services and supports after a total of ten (10) days of OSS in a school year is the same as for students without disabilities. Principals or their designees consult with the 504 Coordinator to determine if a change of placement may exist due to a pattern of suspensions.

MANIFESTATION DETERMINATION REVIEW

A Manifestation Determination Review (MDR) should be requested by the building administrator only if a pattern of behavior is established that constitutes a change in placement or a request for change of placement for disciplinary reasons (expulsion) is considered for a special education student (34 CFR 300.530(e) & 300.536), or a Section 504 Student (34 CFR 1004.35(a)). The MDR, which includes qualified persons and the parent/guardian, has the purpose of determining if the student's discipline infraction which resulted in the recommendation for change of placement, was a manifestation of the student's disability. When conducting a MDR, two questions must be answered:

1. Was the conduct in question (*i.e.*, discipline infraction) caused by or did it have a direct and substantial relationship to the child's disability?
2. Was the conduct in question the direct result of a failure to implement the IEP or 504 Plan?

If the answer to either of these questions is "Yes," the discipline infraction is considered to be a manifestation of the student's disability and further disciplinary action will not occur. However, if the answer to both questions is "No," the student may be disciplined in the same manner as would be a student without a disability, including a transfer for Excessive Suspensions or expulsion. If the Board decides to expel the student, or an Excessive Suspension is approved, the District remains obligated to ensure the student with an IEP continues to receive educational services that enable the student to continue to participate in the general curriculum, even in another setting, and to progress toward meeting the goals set out in the Student's IEP. The student, additionally, shall receive, as appropriate, a functional behavioral assessment and a behavior intervention plan designed to address the misconduct so that it is less likely to reoccur. Students for whom a parent challenges an MDR decision through a due process proceeding shall remain in the disciplinary placement determined by the District pending the determination of the hearing or the disciplinary period, whichever comes first.

The District is not obligated to continue to provide educational services to Section 504 Students unless such opportunity is provided to students without disabilities.

FORTY-FIVE DAY INTERIM ALTERNATIVE EDUCATIONAL SETTING

Special education students with an IEP may be unilaterally placed in an Interim Alternative Educational Setting (IAES) for up to 45 school days, without regard to whether the conduct was a manifestation of the student's disability, if they commit one of the following three discipline infractions at school, on school premises or at a school function:

1. carries to school, school premises or a school function or possesses a weapon;
2. knowingly possesses or uses illegal drugs, sells or solicits the sale of a "controlled substance"; or
3. inflicts serious bodily injury upon another person.

For purposes of this section only, "weapon" is defined as a device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing

death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length. Students with weapons that do not meet this definition may not be placed in a 45 day IAES, absent parental consent, but still shall be subject to the District's discipline procedures regarding weapons offenses, which includes recommendation for expulsion.

Within ten (10) school days of the decision to place a student in an IAES, the District must hold an IEP conference to review and/or revise the student's Functional Assessment of Behavior and Behavior Intervention Plan, or develop one if none existed previously, to address the student's behavior and determine the appropriate placement.

The following procedures apply to 45-day IAES placements:

1. The Coordinator of sending school will prepare and give written notice of the intent to implement an IAES placement on the day the decision is made to change the placement. The placement change will take effect ten (10) calendar days after delivery of such notice, unless the parties agree to an earlier effective date.
2. Parents must be given notice of their procedural rights, including the right to request a due process hearing. Parents making such a request must be given technical assistance if needed by the Special Education office at 224-303-1121. If the student's parent/guardian requests a due process hearing to challenge the IAES placement, the student remains in the IAES pending the decision of the hearing officer or the expiration of the disciplinary placement term, whichever occurs first.
3. The student must continue to receive educational services "as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP." 20 USC 1415(k)(1)(D)(i).
4. Homebound instruction is only considered an alternative placement when the IEP team determines such.

DEFINITION OF DISCIPLINE TERMS

ACCESSORY. Someone who contributes to, incites, knowingly permits, assists in or aids in the commission of a disciplinary infraction or assists in the concealment of the offense, either before or after the act is committed. An accessory to an offense will be disciplined based on the nature and gravity of the underlying disciplinary infraction or offense committed, as well as the role of the accessory in the incident.

ALCOHOL VIOLATIONS. The violation of laws and ordinances prohibiting the manufacture sale purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation, or substances represented as alcohol. Alcohol violations are charged as a controlled substance offense.

BEHAVIOR INTERVENTION PLAN (BIP). An individualized plan written to address a student's individualized behavioral needs that is based on the functional behavioral assessment results. The BIP is focused on the prevention of the problem behavior, as well as the teaching of alternative/ replacement behaviors. The plan includes goals toward positive behavioral outcomes, instructions/strategies to

promote positive behavior and consequences to address problem behavior.

BLOGGING. A blog ("web log") is a kind of web site usually written by one person and often taking the form of an online diary or journal. When used inappropriately, blogging is subject to consequences based on the infraction *e.g.*, indecency/obscenity, threats and intimidation, disruption, etc.

BULLYING BEHAVIORAL INTERVENTION. A positive intervention program that will systematically work with the students(s) that is/are bullying to decrease the amount of bullying that the student(s) is/are participating in. The program also works with the student(s) that is/are bullied or bystanders of bullying. The student(s) may receive the intervention either in small groups or individually with a staff member.

CHANGE OF PLACEMENT. Occurs when an IEP team convenes and determines that the current placement of the student receiving special education services is not meeting the student's current educational needs. A change of placement may also occur when a student with an IEP or a Section 504 Student: a) receives a series of suspensions that form an impermissible pattern of removals based on the similarity of the misconduct, the length of each suspension, the total amount of time the student is suspended, and the proximity of suspensions to each other, or b) is expelled for misconduct unrelated to his/her disability.

CHECK-IN CHECK-OUT. A positive behavior support intervention that schedules frequent instruction regarding school-wide expectations throughout the day and frequent feedback regarding whether or not the student is meeting the expectation in order to help them to monitor their own behavior.

COUNSELING. Extra adult support given to a student who is struggling in the school environment due to any number of issues, both academic and emotional. The student may be referred to a number of school personnel for "counseling". These individuals include, but are not limited to: teachers; guidance counselors; substance abuse counselors; nurses; assistant principals; principal; psychologists; deans; and social workers.

DETENTION. Refer to school service hours.

DISCIPLINE CONFERENCE CONTRACT (DCC). Discipline contract with parents/guardians, student and school administrator where the student and parent(s) sign a contract regarding student conduct expectations associated with the student's return to school. Violation of the contract could result in a ten (10)-day suspension and a referral to the Board of Education for consideration of expulsion. The contract covers all schools in District 60 and is enforceable until the end of each school year or period of a stayed expulsion. The contract should reflect strategies to address behavioral concerns. Failure of the student and parents/guardians to sign a Discipline Conference Contract may result in the referral to the Board of Education for consideration of expulsion. Failure to adhere to the conditions stated above may result in consideration of expulsion by the Board of Education or the immediate implementation of an expulsion that had been stayed, conditioned on compliance with a Discipline Conference Contract. An out-of-school suspension for five (5) days with a buy down resulting in less than five (5) days of actual out-of-school suspension will still constitute a return on a Discipline Conference Contract.

DUE PROCESS. The procedure in school policy specifying the steps necessary to assure the protection of individual rights.

ELECTRONIC DEVICES. This refers, but is not limited, to smart phones, CD players, laser pointers, radios, electronic devices, I-Pods, MP3 players and any other piece of equipment electronically or battery operated. Non-permissible use or misuse of such devices generally will not be charged when a more specific offense is available and will be considered insubordination, but may also fall within other misconduct categories depending on the nature of the misuse. Such devices are subject to confiscation by school officials if misused.

ELECTRONIC NICOTINE DELIVERY SYSTEMS. A tobacco product delivery system using liquid nicotine or an e-liquid or its component parts. Examples include: vapes, vaporizers, vape pens, hookah pens, and electronic cigarettes or e-pipes.

EXPULSION. Exclusion of a student from school, school activities and/or school transportation for a period of time greater than ten (10) school days, but no more than two (2) calendar years.

FALSE REPORTS. The act of falsely reporting incidents, making false accusations or giving false testimony that adversely affects the welfare of others. This offense may be charged as gross disobedience, disrespect, disruption, or insubordination.

FIREARM. Any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the *United States Code*, firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act*, or firearm as defined in Section 24-1 of the *Criminal Code of 1961*.

FUNCTIONAL BEHAVIOR ASSESSMENT (FBA). A data collection process used to understand and modify problem behavior by looking at the relationship between behavior and the environment.

GUN. See, Firearm.

HATE CRIMES. To physically hit, threaten, intimidate, extort, etc., based on race, ethnicity, religious preference, gender, sexual orientation, national origin, age, disability, or other protected status under law. A determination that an act involves a hate crime shall be an aggravating factor when identifying the disciplinary charge and/or consequence.

HERO. A District-wide attendance management initiative to address student tardiness to school and class. It is a proactive and positive plan to help all staff develop and implement effective behavior management and motivation practices for hallways and passing periods. Violation of the HERO initiative may constitute a behavior infraction and subject the student to progressive behavioral interventions and disciplinary consequences.

INAPPROPRIATE DRESS CODE VIOLATION. This refers to any violation of the District 60 Student Appearance Policy 6041.

IEP (INDIVIDUALIZED EDUCATION PROGRAM) CONFERENCE. A conference called to discuss the results of an evaluation or reevaluation to determine initial, or continual eligibility for special education under IDEA and/or to develop or modify an existing IEP. The IEP must be reviewed and updated at least annually to determine a student's progress toward attainment of his/her goals.

INDIVIDUALIZED EDUCATION PROGRAM (IEP). The written educational plan for a student receiving special education and related services under IDEA with goals and objectives to be attained during a specific period of time. It also allows for meaningful access to the general education curriculum with identified supplementary aids, supports, and

services, to advance the goal of increased academic achievement for students with disabilities. An IEP also may contain a behavior intervention plan for students with identified behavioral concerns related to their disability.

INTERVENTION. An intervention is a strategy to promote and encourage changes in behavior for an individual. Interventions are nonrestrictive or restrictive. Examples of nonrestrictive interventions include: Check-In Check-Out, social-emotional training, peer mediation, restoration, and time-out. Examples of restrictive interventions include: in-school suspension, out-of-school suspension, alternative placement, and expulsion. Not all behavioral interventions or disciplinary consequences will be available or appropriate for misbehavior conduct.

IN-SCHOOL STUDIES (ISS). A temporary exclusion of the student from a class or classes while present in school. The student shall be provided with class work and appropriate materials in an alternative location within the school.

LEVEL 1 INFRACTIONS. Level 1 infractions are those violations of the District's discipline policies that generally are not viewed as criminal offenses. Nevertheless, some Level 1 offenses may warrant police involvement, depending on the circumstances surrounding the misconduct e.g., forgery, in which case the police may be called for assistance and a police report may be made.

LEVEL 2 INFRACTIONS. Level 2 infractions are those violations of the District's discipline policies that are generally viewed as potential criminal offenses and in addition to the disciplinary action taken by the District's administration, a police report may be made. Level 2 infractions can result in expulsion.

LOCKERS. A chest or closet that can be locked for individual use. The locker is the property of the school, and students must use their designated locker.

MEDICAL CANNABIS. Cannabis prescribed by a physician to a qualified registered patient for purposes of treatment of a debilitating medical condition.

MENTORING. A more individualized version of Check-In Check-Out that in addition to regular instruction and feedback, the student receives specific mentoring to assist them in improving in specific behaviors.

PROBATION. A condition placed on the student's enrollment in school, participation in a particular school activity, class, or the bus for a specified period of time.

RESTITUTION. The act of making good or compensating for loss, damage, or injury or restoring to the previous state or position. The District is not responsible for damage to student possessions in the event of a physical altercation on school property or when students travel to and from school.

RESTORATIVE PRACTICES. Restorative Practices is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. Examples of Restorative Practices include: restorative circles, conversations and other practices.

The use of Restorative Practices helps to:

1. reduce crime, violence and bullying.
2. improve human behavior and strengthen civil society.
3. provide effective leadership.
4. restore relationships and repair harm.

*International Institute for Restorative Practices

SCHOOL SERVICE HOURS. In an attempt to redirect/change student behavior and to encourage students to

become responsible for their actions, administrators and teachers can assign students to hours of school service and/or detentions. School service activities may include helping in the lunchroom or on the playground, assisting teachers before and after school, helping with special school projects or District initiatives, helping at co-curricular events, etc. Parents must be notified of scheduled school service hours, and building administrators must be notified of assignments.

SCHOOL DAY. Any day, or partial day, in which students are in attendance at school for instructional purposes.

SCHOOL PERSONNEL. Teachers, administrators, school board members, paraprofessionals, safety officers, school bus drivers, and all other School District employees or agents of the District. For purposes of bullying, school personnel also includes school volunteers.

SEARCH. The checking of school or student property or students associated with suspected misconduct or the need to ensure a safe and secure school environment. Search methods may include, but are not limited to: metal detectors, wands or police dogs.

SECTION 504 STUDENT. A student who has been determined by a team of qualified individuals to have a physical or mental condition that substantially limits a major life activity, has a history or record of such an impairment or is regarded as having such an impairment. The student may or may not need accommodations through a 504 plan in order to have equal access to the District's programs, services and activities.

SOCIAL/EMOTIONAL SKILL GROUP. Instruction groups using standard curriculum materials to assist students in developing pro-social behavior, problem solving skills and academic behavior skills.

SPECIAL EDUCATION STUDENT. Any student, age three (3) years to 22 years of age who has been found by a team of appropriate professionals to meet eligibility criteria under the provisions of the *Individuals with Disabilities Education Act* and Article 14 of the *Illinois School Code*.

SUSPENSION – OUT-OF-SCHOOL (OSS). A temporary exclusion of a student from school or school related or sponsored activities or events, from riding the school bus, or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons. A suspended student has the right to make up missed work for credit. The student is still expected to do the work.

THE SCHOOL CODE. Refers to the *Illinois Compiled Statutes* governing School Districts as found in: 105 ILCS 5/1-1 *et seq.*

THREAT OR INTIMIDATION. Any communications, including the inappropriate use of electronic media, that jeopardize the well-being, health or safety of any person or cause any person to reasonably feel jeopardized in his or her health, safety or well-being. This includes, but is not limited to, threats or intimidation for sexual favors or to obtain control of another's property. The act of communication may be verbal, written or pictorial or by gesture, expression or deed and includes all methods of communication delivery (*e.g.*, paper, in person or by proxy, telephone or by any means of technology supported communication).

TOBACCO PRODUCTS. Any cigarette, cigar or tobacco in any other form, including smokeless tobacco (which is any loose, cut, shredded, ground, powdered, compressed or leafed tobacco that is intended to be placed in the mouth without being smoked), and electronic nicotine delivery systems, such

as vapes, vaporizers, vape pens, hookah pens, and electronic cigarettes or e-pipes.

TRESPASSING. A person found in a school building or on school property without permission and/or the written approval of the proper school authority. This includes loitering and refusal to comply with a reasonable request by school officials or the police to leave school property. Trespassing may be charged as disruption or insubordination and/or considered as an aggravating factor in the imposition of any other consequence which may be applicable.

UNAUTHORIZED MEDICATIONS. Prescription or over-the-counter medications for which there is not a current medication authorization form on file with the District and/or possession or use of prescription or over-the-counter medications in a manner inconsistent with a current authorization form or possession or use of medical cannabis.

UNAUTHORIZED PETITIONS. The act of presenting or distributing petitions containing obscenities, libelous statements, and not within bounds of reasonable conduct, can be considered disruptive.

VLOGGING. A vlog (video log) is an online diary or journal. When used inappropriately, vlogging is subject to consequences based on the infraction *e.g.*, indecency/obscenity, threatening and intimidation, disruption, etc.

WRAPAROUND. An individualized intervention for students whose behavior significantly interferes with their academic achievement. Wraparound services include assisting the family to address issues that interfere with their student's academic progress

STUDENT TECHNOLOGY USAGE
Board of Education Policy 6043

POLICY

The Waukegan Public Schools supports the use of technology as supplementary material for instructional services and as a means of promoting educational excellence by facilitating resource sharing, innovation, and communication. All use of the District's technological resources, including connection to the Internet, must be in support of education, instruction and/or research, and be in furtherance of the District's stated instructional/curricular goals. Additionally, the use of technology resources shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, and abilities, and developmental levels of the students. The District's electronic network is part of the curriculum and is not a public forum for general use.

The use of the District's technology resources is a privilege, not a right, and inappropriate use may result in a suspension or cancellation of those privileges or the imposition of discipline. This includes use of District or personal electronic devices for inappropriate access. Additionally, the use of any technology, whether or not District owned, which causes a material disruption in the school setting, on school grounds or at school activities or events; substantially interferes with the educational environment; invades the rights of others or reasonably can be foreseen to result in such consequences is prohibited. The building principal or his/her designee, in consultation with the Superintendent and/or System Administrator as necessary, will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time and issue discipline as appropriate to the circumstances.

The building principal or his/her designee may request students cooperate with an investigation into alleged misconduct by sharing the content reported to be on the student's social networking account when the administrator has specific information about activity on the student account that may violate the District's discipline policies to aid in making a factual determination. However, the administrator may not request or require the student provide his/her account name or password. Failure of the student to cooperate shall result in a presumption that evidence of wrongdoing is on the account.

Making technology resources available to students carries the potential that some students may encounter information identified as controversial and harmful. The District shall take technologically reasonable steps to filter out such harmful materials. However, because information on technology resources changes quickly, it is not possible to fully control what students may locate. District 60 educators, therefore, will take an active role in monitoring student use of technology and ensuring that students and their parents are aware of the student's responsibility to use technology and Internet resources in a safe, ethical and educational manner.

The Superintendent or his designee shall ensure that the District is educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and responses thereto. (See generally, "Digital Citizenship and Internet Safety" at <https://sites.google.com/wps60.org/win/teacher-resources/for-teachers>.) Notice of the student's rights in regard to accessing a student's account on social networking sites, additionally, shall be provided to parents and students.

Electronic communications are not considered privileged; thus, users have no legitimate expectation of privacy in these communications. District staff may monitor student use of technology at any time, with or without prior notice to the student.

RULES AND REGULATIONS

All use of technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Technology users, additionally, are expected to follow generally accepted rules regarding network etiquette and all rules governing care of District technology and electronic devices. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

Acceptable Use. Students may use technology in the school setting for the purpose of education or research. Any such use shall be consistent with the educational objectives of the District and subject to the supervision of school personnel.

Student use of technology under the 1:1 Device program, whether on or off campus, shall be consistent with the terms of this and other applicable District policies governing student conduct, behavior or use of electronic devices or technology. The Superintendent or his/her designee may develop additional guidelines and procedures addressing the maintenance, care and security of the District's devices and shall provide parents and students notice of these expectations at least annually.

Unacceptable Use. Unacceptable uses of technology include, but are not limited to the following:

1. Generally.

- A. Participating in any activity that is in violation of State, federal or international law or Board policy.
- B. Copying of any copyrighted material without proper citation or other unauthorized use of copyrighted material or making that material available to others.
- C. Plagiarism.
- D. Accessing, creating, submitting, posting, publishing, displaying or otherwise distributing defamatory, obscene, profane, sexually oriented, threatening, bullying, racially offensive, harassing, or illegal material or material which is known or reasonably should be known to be false, including but not limited to information on social networking sites.
- E. Any use which has the purpose or effect of discriminating or retaliation against or harassing any person(s) on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or other protected category.
- F. Posting anonymous messages.
- G. Use of Chromebooks or other District computers for charging personal devices.
- H. Any unauthorized, deliberate action which impairs or disrupts a computing system, or causes a system to malfunction, regardless of the system location or the time of the activity.

- I. Using District equipment and/or District network for private, financial, or commercial gain and/or commercial or private advertising.
- J. Wasting or abusing school resources, such as paper, ink, network bandwidth, etc.
- K. Use of the District's technology or electronic network to distribute prohibited content originated on a home, personal or other non-district computer or electronic device, whether located on or off campus.
- L. Unauthorized disclosure, use, or dissemination of personal information regarding minors.
- M. Any use of District, home, personal or other non-district technology or electronic network(s) which causes a material disruption in the school setting, on school grounds or at school activities or events; substantially interferes with the educational environment; invades the rights of others or reasonably can be foreseen to result in such consequences is prohibited and may be grounds for the imposition of discipline.

2. Software.

- A. Downloading and/or installing software programs which have not been approved by the ITS Administration.
- B. Copying, or attempting to copy, District owned software.

3. Network and Security.

- A. Copying, examination, deletion or modification of files or data belonging to another user without prior consent.
- B. Use of any computer (District or privately owned) on the District network to gain unauthorized access to another system.
- C. Connecting Chromebooks to personal phones, hot spots, staff or public networks other than the District's network, et-cetera.
- D. Accessing or modifying any network device without permission or connecting personal devices (*e.g.*, cell phones, tablets, game consoles) to the District's Wi-Fi network.
- E. Use of District systems to gain unauthorized access to, or to attack, any public or private network system.
- F. Decryption of system or use passwords.
- G. Sharing user passwords or access codes with others.
- H. Use of District systems and/or networks to copy, share or distribute without authorization copyrighted materials, software audio and/or video files.
- I. Downloading digital music files and movie clips without obtaining prior approval from the teacher for use as an educational resource.
- J. Intentionally introducing a virus, spyware, malware, keystroke logger, network traffic analyzer, phishing or other malicious software.
- K. Any attempt to intercept and/or monitor network traffic and packets.
- L. Intentionally initiating any network attack such as a Denial of Service attack, et-cetera.
- M. Modifying network wireless access points in any fashion.
- N. Bringing in a personal computer or other electronic device and using it on the District network without prior consent.

Network Etiquette. Generally accepted rules of network etiquette include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others or use the Internet to harass or bully others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including your address or telephone number or the addresses or telephone numbers of others.
4. Recognize that electronic mail (e-mail), chats, social networking websites and social media websites are not private. People who operate the system have access to all mail, messages and chats. Individuals who receive an e-mail or other message may forward it on to others without your consent or knowledge. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Respect the rights of others, including their right to privacy.

No Warranties. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security. Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges and Data Fees. The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, data fees and/or equipment or line costs.

Internet Safety. Internet access is limited to only those “acceptable uses” as detailed in these rules and regulations. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the terms and conditions contained in these procedures.

Each District computer with Internet access has 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 the *Children’s Internet Protection Act* and as determined by the Superintendent or designee.

The System Administrator and building principals shall monitor student Internet access.

Notice. Parents and students shall be notified annually of the District’s policy regarding student technology usage and the consequences of its misuse. Students annually shall sign an acknowledgement of their familiarity with the District’s rules prior to being allowed access to District technology or use non-District technology in the educational environment.

PROHIBITION AGAINST BULLYING ***Board of Education Policy 6046***

POLICY

The Board of Education finds that bullying can be detrimental to the physical, psychological, social, and emotional well-being of the entire school community and can interfere with students’ ability to learn and participate in the educational environment. Bullying, including cyberbullying, is contrary to State law and the policy of the School District. Because of the serious nature of bullying, the Board of Education is committed to educating the entire school community about the negative effects of bullying and preventing bullying.

No student shall be bullied for any reason: a) during any school-sponsored education program, event or activity; b) while on or within sight of school grounds, as that term is defined in District Policy 6040 or while traveling to or from school or school related events; or c) through the transmission of information to or from a computer, a computer network or other similar electronic equipment that creates a nexus to the school environment, or d) through use of technology that is not tied to the District but is reported and causes a substantial disruption to the educational process or school operations. This prohibition includes, but is not limited to the *School Code’s* prohibition against bullying on the bases of an actual or perceived legally protected category, such as a student’s race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, gender related identity or expression, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics or any other distinguishing character.

No individual shall be retaliated against for reporting or participating in the investigation of bullying. A person determined to have engaged in reprisal or retaliation, or a person found to have falsely accused another of bullying as a means of retaliation or as a means of bullying, may be subject to discipline and/or referral to appropriate support services related to bullying prevention.

The Superintendent or his/her designee shall develop appropriate school support services designed to prevent bullying and/or address the impact of bullying on individuals and/or the school community. This may include social work or psychological services, restorative measures, social-emotional skill building, counseling, threat assessments/crisis intervention, and referrals to community based services. A trained social worker, psychologist, or guidance counselor may provide behavioral intervention services based on the student’s need. School administrators or their designees also may provide behavioral interventions.

Nothing in this policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the *United States Constitution* or under Section 3 of Article I of the *Illinois Constitution*.

RULES AND REGULATIONS

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

1. placing the student(s) in reasonable fear of harm to his/her person or property;
2. causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. substantially interfering with the student’s or students’ academic performance; or
4. substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by the District.

Bullying includes conduct such as: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property or retaliation for asserting or alleging an act of bullying. The list is illustrative and not exhaustive.

“Cyberbullying” means bullying through the use of technology or any electronic communication, including without limitation, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyberbullying” includes, but is not limited to:

1. the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section;
2. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Definitions section; and
3. the transmission of information from a computer that is accessed at a non-school-related location, or from the use of a device that is not owned or used by the School District if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Reporting Procedure.

1. Students. Students who believe they have been subject to or witnessed bullying may file a complaint with any of the following persons: a staff member (including coaches or sponsors of extracurricular or extra class activities), supervisor or principal at the building in which they attend school in the first instance. If they feel the building level response has been ineffective or the aggressor is a building administrator, reports may be made to the Director of Crisis Intervention and Safety.
2. Parents. Parents who believe their child or other students in their child’s school are being bullied may report their concerns to the building principal or his/her designee or the Director of Crisis Intervention and Safety.
3. School Personnel. Any employee, contracted agent or volunteer who witnesses what is reasonably believed to be bullying or who receives a student complaint of bullying shall notify a supervisor, academic chair, building principal or the Director of Crisis Intervention and Safety. Employees are not required to monitor non-school related activity, but must respond to reports that cyberbullying has occurred.
4. Others. Anyone other than a student or school personnel wishing to present an allegation of bullying may contact the Director of Crisis Intervention and Safety.

Anonymous Reports. Any person also can anonymously report bullying using the District’s anonymous tip line: <https://safe2speakup.com/report/?id=96d2d7b1371b41a7b2c61c7053382581>

If an allegation of bullying includes discrimination or harassment on the basis of a legally protected category, a District Coordinator for Nondiscrimination also may be notified. Contact information can be found on [page 6](#) of this Handbook.

Contact information for each building principal is available at [page 5](#) and on the District’s website at: <http://www.wps60.org/District/1173-School-Administrators.html>.

District Procedure for Responding to a Report of Bullying.

1. Investigation. Investigations of bullying shall be conducted consistent with District procedures for investigating student misconduct. When the bullying allegation or investigation suggests a potential discriminatory basis for the bullying, a District Nondiscrimination Coordinator minimally shall be notified and may participate in or lead the investigation. The Director and other school support personnel knowledgeable about bullying and bullying prevention may be consulted as needed during the course of the investigation.

Reasonable efforts will be made to complete the investigation within ten (10) school days after the date the report of the incident of bullying was received, taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. When applicable, the investigation must determine, in the first instance, whether a report of cyberbullying is within the permissible scope of the District’s jurisdiction. If the cyberbullying causes a substantial disruption to the educational process or orderly operation of a school, it is within the scope of the District’s jurisdiction to investigate.

2. Parent Involvement. To the extent allowed by federal and State laws and rules governing student privacy rights, parents of students involved in a bullying allegation will be provided with information regarding the investigation; have an opportunity to meet with the assigned investigator to discuss the investigation, findings and steps taken to address the incident; and will be provided with information regarding the availability of social work services, counseling, school psychological services, other interventions, and restorative measures, as appropriate.

Notification of Policy.

1. Students/Parents. Students and parents/guardians shall be notified of this policy annually through the Parent/Student Handbook on Rights and Responsibilities.
2. School Personnel. School personnel, who for purposes of this policy include contractors and volunteers, shall be provided a copy of this policy at the time of hire/engagement and annually thereafter. Distribution may be by electronic means.
3. Community. The policy shall be posted on the District’s web site and is available on request at the principal’s office of any District school, the Superintendent’s Office or the Office of Student Support Services.

Review. This policy minimally shall be reviewed and re-evaluated by the District’s Discipline Committee every two (2) years and filed with the State Board of Education as required. Data reviews resulting from evaluation of this policy will be made available on the District’s website. Such reviews minimally will include:

1. the frequency with which bullying is determined to have occurred;
2. student, staff, and family observations of safety at a school;
3. identification of areas of a school where bullying occurs;
4. the types of bullying utilized; and

5. bystander intervention or participation.

Report content may change, consistent with changes to State law and/or the requirements of the Illinois State Board of Education.

GANGS AND GANG-RELATED ACTIVITIES
Board of Education Policy 6047

POLICY

The Board finds that the presence of or student involvement in gangs or gang related activities interferes with the ability to provide an orderly place for learning. Therefore, the presence of gangs or gang related activity is strictly prohibited on school property, in school buildings or at any school-sponsored event or activity associated with or under the general guidance of school authorities.

RULES AND REGULATIONS

Definitions.

1. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's rules and regulations.
2. "Gang-related activity" shall mean any conduct engaged in by a student:
 - A. on behalf of any gang;
 - B. to perpetuate the existence of any gang; or
 - C. to effect the common purpose and design of any gang.

Prohibited Conduct. No student shall engage in any gang related activity, including but not limited to:

1. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation with any gang, provided that when the conduct involves gang colors there is at least one other indicator that the activity is gang related;
2. drawing gang graffiti or distribute gang related literature;
3. using any speech or act in furtherance of gang activity, including but not limited to the use of intimidation, threats, bullying, harassment, beatings or other conduct of any kind for the purpose of gang initiation, gang member control or gang disaffiliation;
4. recruiting or soliciting others for membership in any gang, including but not limited to the use of intimidation, threats, bullying, harassment, beatings or other conduct of any kind for the purpose of securing a person's gang membership;
5. requesting any person to pay protection or otherwise act to extort any person;
6. committing any other illegal act or other violation of school district policies;
7. inciting other persons to act with physical violence upon any other person; or
8. attending any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations. Any student who violates this policy will be subject to discipline, up to and including expulsion and /or police referral. All gang-related paraphernalia or materials will be confiscated.

POLICY TO ADDRESS APPROPRIATE STUDENT APPEARANCE
Board of Education Policy 6041-Excerpt

POLICY

The Board requires all students to wear clothes that do not disrupt or diminish the educational process or interfere with the maintenance of a positive teaching/learning environment. Appropriate dress enhances the educational environment for students and teachers, promotes respectful interactions and decreases unnecessary distractions and/or unwelcome attention. Ensuring students are appropriately dressed for school is a parental responsibility.

Dress and/or grooming which are not in accordance with reasonable standards of health, safety, modesty and decency will be deemed inappropriate. Situations involving inappropriate clothing will be resolved on an individual basis by the building principal or his or her designee. Any principal may request the use of specific school dress colors for student clothing in his or her building if there is parental support. In addition, the Board of Education may mandate the wearing of uniforms in any school building, upon a majority vote of the Board.

Clothing Expectations. The following delineates the types of dress that adhere to the dress code policy. These guidelines apply to both males and females. Although this list is as exhaustive as possible, the building principal or his/her designee is the final authority for judging the appropriateness of a student's appearance.

1. Overall. Clothing, including jewelry, must not bring undue attention to the individual and must not disrupt the educational environment. The following sub-categories are specifically applicable to high school students:
 - A. *Pants.* Pants must be worn around the natural waistline. They are to be of modest fit and in good condition. Under garments must not be visible. Pajama bottoms are not allowed to be worn. Leggings/tights may not be worn in lieu of pants. Belts must be threaded through all loops and secured around the natural waistline.

- B. *Shorts Skirts and Dresses.* Shorts and skirts must be worn around the natural waistline. Shorts, skirts, and dresses must be longer than three inches above the top of the knee. Shorts, skirts, and dresses must be modest fit and in good condition, with no holes.
 - C. *Shirts and Tops.* Shirts and tops must cover the waistline of the pants, shorts, or skirt whether they are tucked in or not. No bare midriffs, halter tops, spaghetti tops, one shoulder straps, or tank tops are allowed
 - D. *Shoes:* Shoes must be secured on the feet. No house slippers are allowed.
 - E. *Hats and Head Coverings.* All head coverings must be removed immediately upon entry of the building and placed in lockers prior to the beginning of school, unless necessary for verified medical reasons or religious practice, verified by the principal or designee.
 - F. *Jackets.* Jackets must be removed upon entry to the building and placed in lockers prior to the beginning of school.
 - G. *Jewelry.* Jewelry worn must not be an endangerment to self and others. Spiked jewelry, jewelry that can be snagged or cause injury to self or others cannot be worn in school.
2. Dress Messages. Clothing, including jewelry, must not display works, images, or colors that may be deemed to be offensive, obscene, derogatory, symbolic of gangs, or advertisements for tobacco, alcohol, or other illicit drugs or activities.
 3. Jewelry. Jewelry that can be used as a weapon is prohibited.
 4. Modest Appearance. Clothing must not be revealing. This would include but is not limited to: bare midriffs, low-cut or see-through tops absent a sleeved t-shirt underneath, short shorts or miniskirts, bare backs, spaghetti straps, muscle shirts or any clothing that exposes undergarments.
 5. Head and Face Coverings, Outdoor Wear. Clothing shall not conceal a person's face. Hoods on garments must be worn down while inside during the school day, and the wearing of sunglasses, hats, gloves, outer coats or hoods on garments during the school day is prohibited unless necessary for verified medical reasons or religious practice, verified by the principal or designee. Appropriate dress includes ensuring the student shall be warm enough during the school day.

Consequences of Violations. If a student's dress is deemed inappropriate, which includes but is not limited to being out of compliance with school dress colors, if any, distracting, or disruptive to the educational environment, by any staff member or contractual agent in a teaching and/or support position the following consequences shall apply:

1. First Offense. Verbal warning to the student with documentation of the same provided to the principal or designee that the warning was provided. Student shall be loaned appropriate clothing, if available.
2. Second Offense. Student is sent home to change into or loaned appropriate clothing, if available, and the parent is notified. The student shall be marked absent or tardy for any class time missed.
3. Third and Subsequent Offense. Student is sent home to change into or loaned appropriate clothing, if available. Parent conference is scheduled with the principal or designee, and the parent shall provide to the school appropriate clothing to keep at the school for the student's use should further offenses occur. Student receives an in-school suspension in addition to any tardy or absence resulting from being sent home to change.

Loaning of Appropriate Clothing. Any clothing loaned to a student must be clean; of a reasonable size given the student's height, weight and build and otherwise comply with the terms of this policy. Loaned clothing should be returned to the principal or designee the following day, clean and in good condition. All of the above dress regulations are to ensure the safety of the individual students and the school environment. With these regulations, unnecessary actions will be eliminated and wrong or negative attention will be diminished based on what a person is wearing. For the remainder of the District's policy on student appearance outlining the procedure for establishing and implementing school dress colors or a mandated dress uniform, go to the District's website.

At the discretion of the principal or designee, the parent may bring appropriate clothing to school for the student to change into in lieu of sending the student home or loaning the student clothing. The student shall serve in-school suspension until such time as the parent arrives with appropriate clothing. Teachers shall advise students at the start of the school year as to their classroom policy for making up any missed work or tests due to dress related school absences.

POLICY AND PROCEDURES FOR MEAL PAYMENT COLLECTION *Board of Education Policy 3506-Excerpt*

POLICY

Waukegan Public Schools strives to feed students a nutritious meal so that they can effectively learn to their potential. Waukegan Public Schools also strives to be in compliance with the National School Lunch Program, School Breakfast Program, *School Breakfast and Lunch Act* and *Childhood Hunger Relief Act* and all of their rules and regulations.

The District presently participates in Community Eligibility Provision (CEP) services, which requires participating school districts to serve first meals to all children at no charge and reduces the frequency with which applications are required. Charges may be applied for multiple meals and extras. Applications are not required for the 2018-19 school year.

The following outlines the payment procedures when charges apply.

Payment Process.

1. Elementary School Procedures.
 - A. Money shall be due and received at least the week before in a sealed envelope that clearly has marked:
 - 1) student's name,
 - 2) student's school ID number, and

- 3) amount enclosed.
- B. The preferable mode of payment is check or money order, as the District desires to reduce the cash handling as much as possible.
- 2. Middle and High School Procedures.
 - A. Students can pay at the time they go through the lunch line.
 - B. Parents/guardians may request from the Business Office a record of deposits and purchases related to their child or children through the POS system at any time.
- 3. Tracking System. The District has an automated breakfast and lunch accounting program called WebSMARTT. This “Point of Sale” (POS) system tracks all deposits and any meals or items purchased in the District’s cafeterias.

Collection Process.

- 1. Fee Statements. Meal fee statements will be printed and distributed to the parents/guardians on a regular basis if there is a balance due or low balance amount.
- 2. Outstanding Balances. For those students who have accumulated an outstanding balance higher than \$25.00 and at least three (3) fee statements have been sent out with no payment activity,
 - A. The building administrator of the school to which the student is assigned or his/her designee shall review these statements and contact the parent/guardian as necessary to see if there are extenuating circumstances that would preclude sending debt accounts to a collection agency.
 - B. If there are not extenuating circumstances, the building administrator shall notify the Business Office which then shall send a certified letter to the parent/guardian noting this debt and advising the parent/guardian that if there is no payment made by a date certain the matter will be sent out to a collection agency.
- 3. Referral to Collection Agency. The Superintendent or his/her designee is authorized to send the debt to a collection agency approved by the Board if the parent/guardian fails to timely respond to the certified letter issued by the Business Office.

WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT NO. 60
DISCIPLINE CONFERENCE CONTRACT- DCC (*Contrato-Conferencia De Disciplina*)

Conference Date (*Fecha de Conferencia*): _____

Parent/Guardian Attended (*Acudio Padre/Tutor*): YES (SI) _____ NO _____

Student Attended (*Acudio Estudiante*): YES (SI) _____ NO _____

Student (*Estudiante*): _____ ID#: (*# de Identificacion*) _____

Infraction Committed (reason for DCC): _____
(*Ofensa/Razon de la Contrato-Conferencia de Disciplina*)

School (*Escuela*): _____ Grade (*Grado*): _____

Parent's/Guardian's Name: _____
(*Nombre de los Padres/Tutores Legales*)

Address (*Domicilio*): _____ Waukegan, IL Zip: (*Codigo P*) _____

Telephone (HOME): _____ (WORK): _____
(*Telefono Hogar*) (*Trabajo*)

CONTRACT (Must include the Level 2 infraction which led to the writing of this contract and previous Level 2 infractions from the current school year, if any). **Contrato** (*Este contrato debe incluir la infracion nivel 2 que inicio escribir este contrato y todas las demas infracciones nivel 2 recibidas este año escolar*)

Student will refrain from (*Estudiante no puede*):

1. _____

(*escribe in espanol*) _____

2. _____

(*escribe in espanol*) _____

3. _____

(*escribe in espanol*) _____

Consequence

Failure to adhere to the conditions stated above may result in consideration of expulsion by the Board of Education or the immediate implementation of an expulsion that had been stayed, conditioned on compliance with this DCC.

Consecuencia

No adherirse a las condiciones mencionadas arriba, resultara en la consideracion de expulsion por la mesa directiva de educacion o la implementacion inmediata de una expulsion que haya sido suspendida, condicionada de conformidad con este DCC (Contrato-Conferencia de Disciplina).

Student's Signature (*Firma del Estudiante*)

Principal/Designee (*Director o Designado*)

Parent's/Guardian's Signature (*Firma del Padre/Tutor*)

Interpreter (*Interprete*)

The discipline policies considers the age, grade level and cognitive ability when considering interventions or consequences for infractions. Administrative discretion can apply.

LEVEL I AND II INFRACTIONS

LEVEL 1 INFRACTIONS. Level 1 infractions are those violations of the District’s discipline policies that generally are not viewed as criminal offenses. Nevertheless, some Level 1 offenses may warrant police involvement, depending on the circumstances surrounding the misconduct *e.g.*, forgery, in which case the police may be called for assistance and a police report may be made.

LEVEL 2 INFRACTIONS. Level 2 infractions are those violations of the District’s discipline policies that are generally viewed as potential criminal offenses and in addition to the disciplinary action taken by the District’s administration, a police report may be made. Level 2 infractions may result in expulsion, except that no student who is in preschool programming funded through an ISBE grant shall be subject to expulsion.

INTERVENTION. An intervention is a strategy to promote and encourage changes in behavior for an individual. Interventions are nonrestrictive or restrictive. Examples of nonrestrictive interventions include: Check-In Check-Out, social-emotional training, peer mediation, restoration, and time-out. Examples of restrictive interventions include: in-school suspension, out-of-school suspension, alternative placement, and expulsion. Not all behavioral interventions or disciplinary consequences will be available or appropriate for misbehavior conduct.

| |
|---|
| Battery to Staff – Level 2 |
| <p>The act of inflicting physical violence upon another by any means and without the victim’s consent, including incidents of bodily harm or physical contact of an insulting, aggressive, violent or provoking nature.</p> <p>Battery by a student upon any staff/school board member/school employee or agent/bus driver/police liaison officer. The offense includes menacing threats or suggestions of physical violence by students which creates a reasonable apprehension by the staff member about probable harm to person or property.</p> <p>An Administrator who receives a written request from a staff member to report a Battery to Staff must notify local law enforcement of this incident.</p> |
| Battery to Student – Level 2 |
| <p>The act of inflicting physical violence upon another by any means and without the victim’s consent, including incidents of bodily harm or physical contact of an insulting, aggressive, violent or provoking nature.</p> <p>Battery of another student of this or another School District. This category includes hazing or other acts of intimidation regardless of consent, not otherwise more specifically addressed in the discipline policies.</p> |
| Bias-Related Incident – Level 2 |
| <p>To call derogatory names; to use slurs; to attack verbally based on race, ethnicity, religious preferences, gender, sexual orientation, national origin, age, disability, or other protected status under law.</p> |
| Bomb Threat – Level 2 |
| <p>The act of communicating, verbally, electronically, or in writing, information about the existence of a bomb or other explosive device, whether true or false. A school administrator must notify local law enforcement of any incident involving a bomb threat.</p> |

***5-9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion where applicable and must be reported to the Office of Student Outreach by the issuing school administration**

Bullying – Level 2

Bullying, including cyberbullying is any severe or pervasive physical, verbal, social, and/or psychological act or conduct, including communications made in writing or electronically, directed toward a student(s) that has or can be reasonably predicted to have the effect of one or more of the following: i) placing the student or students in reasonable fear of harm to the student’s person or property; ii) causing a substantially detrimental effect on the student’s physical or mental health; iii) substantially interfering with the student’s academic performance; or iv) substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school. Bullying frequently involves an actual or perceived imbalance of power. Bullying includes conduct such as: harassment, threats, intimidation, physical violence, bias related incidents and/or sexual harassment.

Bullying behaviors may consist of or involve conduct that also is a separate offense under the District’s discipline policies and/or civil and/or criminal laws. Examples include but are not limited to harassment, threats, intimidation, stalking, sexual violence, theft, public humiliation, destruction of property, retaliation for asserting or alleging an act of bullying, physical violence, bias-related incidents and/or sexual harassment. School administrators are not limited in exercising their discretion in determining how to charge an offense that amounts to bullying and another offense, and the student may be subjected to one or more applicable offenses.

“Cyberbullying” means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyberbullying” includes, but is not limited to:

1. the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section;
2. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Definitions section; and
3. The transmission of information from a computer that is accessed at a non-school-related location, or from the use of a device that is not owned or used by the School District if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Controlled Substance – Level 2

The use/possession/manufacturing of controlled substances (drugs and unauthorized medications) or alcohol or any other substance whose intended purpose is to intoxicate or the possession/transfer/of look-alike drugs or alcohol. This includes any transfer or attempted transfer to another student(s) (e.g., sale, trade, sharing or “gift”); being under the influence; consumption; or possession, whether in a student’s locker, clothing, car, knapsack, or otherwise. Over-the-counter medications should not be in the possession of students without prior written authorization consistent with the District’s policies on administration of medications in schools, and shall be treated as controlled substance violations whenever they are misused by an individual, *i.e.*, taking more than the recommended or prescribed amount, shared with others, or the student has had a previous warning about failure to follow proper rules for permission to self-administer over-the-counter medications. Administrators must notify local law enforcement of any incident involving Controlled Substance.

Creation of a Fire Hazard/Chemically Induced Hazard/Explosives – Level 2

The malicious/chemical inducement/explosion/ burning of objects or materials which does damage to person or property or creates a risk of damage to person or property. Violation of this policy will occur even though it was the result of a prank, mischievous behavior or practical joke whose original intent was not the Creation of a Fire/Chemical Induced/Explosive Hazard. A school administrator must notify local law enforcement and/or the local fire department of any incident involving a fire/chemically induced hazard/explosive hazard.

Disrespect – Level 1

To dishonor directly/ indirectly and/or to abuse verbally, in writing or pictorially, irrespective of the method used to produce the writing or picture, any member of the school staff or its contractual agents, school board members, student body or visitors.

Disruption – Level 1

Any act, including the inappropriate use of technology, that interferes with the educational process, setting or any school sponsored activity or activity reasonably related to school.

***5-9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion where applicable and must be reported to the Office of Student Outreach by the issuing school administration**

The discipline policies considers the age, grade level and cognitive ability when considering interventions or consequences for infractions. Administrative discretion can apply.

| |
|---|
| Explosives/Chemically Induced Hazards – Level 2 |
| The act of possessing, using or threatening to use any incendiary, corrosive explosive or chemically-induced devices or material (including devices which resemble bombs), bullets or other such instruments or items capable of inflicting bodily injury, major disruption to the educational environment or likely to promote a reasonable apprehension of bodily injury or property damage. A school administrator must notify local law enforcement and/or the local fire department of any incident involving a fire/chemically induced hazard/explosive hazard. |
| Extortion – Level 2 |
| The act of coercing a person to surrender, unwillingly, any money or possessions of value. |
| False Fire Alarm – Level 2 |
| Without sufficient cause or reason, activation of a fire alarm, pushing an emergency button, tampering with a heat sensor or initiating a warning or threat of a fire. A school administrator must notify local law enforcement and/or the local fire department of any incident involving a false fire alarm. |
| Forgery – Level 1 |
| The act of falsely using, in writing, the name of another person, or falsifying time, dates, grades, addresses or any other data. |
| Gambling/Betting – Level 1 |
| The act of risking, betting or wagering for money or objects of value. |
| Gang Activities – Level 2 [(1) Symbols (2) Graffiti/Literature (3) Speech (4) Recruitment (5) Extortion (6) Illegal Acts (7) Incitement of Others to Physical Violence (8) Attendance at Gang Activity] |
| See Policy 6047, at page 46 . If a crime is suspected to have been committed the administrator must contact the police. |
| Gross Disobedience – Level 2 |
| Any conduct, behavior or activity that leads to, or causes, substantial injury, disruption or interference with school activities, or abridges the rights of other students or school personnel or is reasonably likely to result in one or more of these outcomes. Gross disobedience should not be charged when a more specific offense is available. A school administrator must notify local law enforcement of any incident involving gross disobedience. |
| Hazing – Level 2 |
| Subjecting another student to practices or activities which are abusive, degrading, humiliating or demeaning and which results in or is reasonably likely to cause mental, emotional, physical or psychological harm or discomfort, whether or not the student being hazed consents or participates. |
| Harassment – Level 2 |
| Conduct that is severe, persistent or pervasive, and involves the act of one or more individuals deliberately and repeatedly humiliating, hurting, or frightening others through verbal, physical, written interactions or other communications. |
| Horseplay – Level 1 |
| Playful physical contact made without an intention of causing serious bodily harm. |

***5-9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion where applicable and must be reported to the Office of Student Outreach by the issuing school administration**

| |
|---|
| Inciting Others to Violence and/or Disobedience – Level 2 |
| To cause the disruption of the educational environment by words, acts or deeds, including but not limited to the use of electronic devices or other technology, to encourage others to fight, assault others, participate in gang activities as defined under Board of Education Policy 6047, or commit criminal or other acts in violation of Board policy. If a crime is suspected to have been committed the administrator must contact the police. |
| Indecency/Obscenity – Level 1 |
| Obscene words, materials, gestures, utterances, or appearance or behavior which exhibits or concerns vulgar, indecent, lewd conduct or sexually suggestive acts, or concerns nudity or excretory functions. The use of technology to access, distribute or otherwise communicate indecent or obscene information is included in this offense. |
| Insubordination – Level 1 |
| The willful failure to respond or carry out a reasonable request by authorized school personnel; refusal to follow or adhere to school rules and directions (e.g., removal of hat, coat, etc. non-permitted use or misuse of electronic devices, dress code violations, cheating, failure to serve detentions, failure to complete school/community service, or horseplay in the opposite gender washroom, tardiness, body piercing, etc.). |
| Life Threatening Issues – Level 2 |
| The act of making a direct threat towards an individual(s) or school, to the level where an individual or group has reasonable fear for his/her/their life/lives. This includes actions that endanger the lives of others that reasonably should be known to endanger the lives to others and/or comments (including comments communicated through the use of technology) that are of a nature that, if followed thru on, could cause danger or harm. A school administrator must notify local law enforcement, or hold an in-service meeting with local law enforcement, of any incident involving a life threatening issue. |
| Physical Altercation/Fighting – Level 2 |
| Bodily contact between students or any other party with an undetermined aggressor that results in or reasonably could result in bodily injury which involves: a substantial risk of serious injury; protracted and obvious disfigurement; protracted loss or impairment of the function of a bodily member, organ, or mental faculty; a cut, abrasion, bruise, burn or disfigurement; physical pain; illness; or any other injury to the body, no matter how temporary. When there is only one identifiable aggressor, the aggressor will be charged with battery to student. If a crime is suspected to have been committed the administrator must contact the police. |
| Plagiarism/Cheating – Level 1 |
| The act of willfully taking the ideas, writing, etc., from other sources and passing them off as one's own, irrespective of the means by which the act occurs e.g., writing, e-mail, text message, or video. |
| Prohibited Material – Level 1 (Possession) |
| The act of possessing any material(s) which causes or is likely to promote disruption of the educational environment or which is capable of inflicting either bodily or property damage, including but not limited to: fireworks, sparklers, shock pens, poppers, caps, stink bombs, matches, lighters, dice, permanent markers, and laser pointers (except during an approved presentation). |
| Prohibited Material – Level 2 (Use/Threatening to Use) |
| The act of using or threatening to use any material(s) which causes or is likely to promote disruption of the educational environment or which is capable of inflicting either bodily or property damage, including but not limited to: fireworks, sparklers, shock pens, poppers, caps, stink bombs, matches, lighters, and laser pointers (except during an approved presentation). |
| Sexting – Level 2 |
| The act of creating, sending, sharing, viewing, or possessing indecent visual depictions by electronic means. Indecent visual depictions are any depiction or portrayal in any pose, posture or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or if such person is a female, a fully or partially developed breast of the person. 705 ILCS 405-3-40. If a crime is suspected to have been committed the administrator must contact the police. |

| |
|---|
| <p>Sexual Harassment – Level 2 (Physical)</p> |
| <p>Unwelcome, unwanted or inappropriate physical conduct or actions of a sexual nature, when viewed from the perspective of a reasonable person. A charge of physical sexual harassment may be issued whether or not the person toward whom the conduct was directed reports finding the physical contact unwelcome, inappropriate or offensive when credible evidence of such behavior is found. Examples of physical sexual harassment include, but are not limited to: unwelcome, unwanted or inappropriate physical touching, fondling, touching sexual body parts, sexual intercourse, penetration of the vaginal or anal area, and oral sex. Forceful physical gestures or motions suggestive of sexual activity which are principally designed or intended to or which have the effect of shocking, disturbing, embarrassing, insulting, or distracting others, whether consensual or otherwise, are also included in this definition. If a crime is suspected to have been committed the administrator must contact the police.</p> |
| <p>Sexual Harassment – Level 2 (Verbal)</p> |
| <p>Unwelcome or unwanted sexual advances, requests for sexual favors or other inappropriate verbal conduct of a sexual nature, when viewed from the perspective of a reasonable person. A charge of verbal sexual harassment may be issued whether or not the person to whom the comment was made reports finding it unwelcome or offensive when there is credible evidence of such behavior meeting the definition above. Examples of verbal sexual harassment include, but are not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demanding implications, suggesting or demanding sexual involvement accompanied by implied or explicit threats. These messages can be verbal, written, or sent by electronic means. If a crime is suspected to have been committed, the administrator must contact the police.</p> |
| <p>Sexual Harassment – Level 2 (Molestation)</p> |
| <p>An aggravated form of physical sexual harassment. Examples of aggravating factors include, but are not limited to, the manner of the sexual contact being deviant; the conduct being engaged in for the purpose of depriving another person of personal sexual security; coercion or the use of threats or deception were used in the events leading up to, during or after the sexual act; the victim is unable, due to age or disability, to understand the consequences or meaning of the sexual act. A school administrator must notify local law enforcement of any incident involving sexual harassment molestation.</p> |
| <p>Theft – Level 2</p> |
| <p>The act of taking or acquiring or otherwise exerting control over the property of others without their consent. This includes having possession or control of property known to be stolen, unless such control is temporary and for the purpose of returning the property to its rightful owner or District staff, or refusing to return property initially obtained with consent and an understanding that the property would be returned. Property obtained or retained through deception or by threat shall not be considered to have been obtained with consent. An item that has excessive value (\$500 or more) shall be an aggravating factor when identifying the disciplinary consequence.</p> |
| <p>Threat or Intimidation – Level 2</p> |
| <p>Any communications, including the inappropriate use of electronic media, that jeopardize the well-being, health or safety of any person or cause any person to reasonably feel jeopardized in his or her health, safety or well-being. This includes, but is not limited to, threats or intimidation for sexual favors or to obtain control of another's property. The act of communication may be verbal, written, or pictorial or by gesture, expression or deed and includes all methods of communication delivery (e.g., paper, in person or by proxy, telephone or by any means of technology supported communication).</p> |
| <p>Tobacco – Level 1</p> |
| <p>The act of using/having tobacco products on school property, including but not limited to cigarettes, cigars, pipes, chewing tobacco, electronic nicotine delivery systems or their component parts. The possession, use, or distribution or sale of tobacco products on school grounds, at school-sponsored events, on transportation to and from school, or on other school transportation.</p> |
| <p>Unauthorized Distribution or Sale – Level 1</p> |
| <p>The act of selling, distributing or attempting to sell or distribute, or the intent to sell or distribute on school property any object(s) or substance which has not been authorized for sale or distribution by the building principal.</p> |
| <p>Vandalism – Level 2</p> |
| <p>The act of willful destruction or damage to property, including vehicles parked on school grounds.</p> |

***5-9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion where applicable and must be reported to the Office of Student Outreach by the issuing school administration**

The discipline policies considers the age, grade level and cognitive ability when considering interventions or consequences for infractions.
Administrative discretion can apply.

Violation of Discipline Conference Contract – Level 2 (DCC)

Failure to adhere to the conditions stated in the contract may result in consideration of expulsion by the Board of Education or the immediate implementation of an expulsion that had been stayed, conditioned on compliance with a Discipline Conference Contract. The violation of the Discipline Conference Contract is contingent upon review by the Coordinator of Discipline and Support Services.

Weapons – Non-Firearm/Firearm – Possession/Use – Level 2

The term “weapon” means:

Group A. Possession, use, control or transfer of any firearm (e.g., gun, rifle, shotgun, silencer), explosive device, destructive device, or other weapon/firearm as defined in the following laws: 18 USC 921 (weapon), or 720 ILCS 5/24-1 or 430 ILCS 65/1.1 (firearm). Weapons also means the use or attempted use of any object used to inflict injury or cause bodily harm, including but not limited to “look alike” firearms, box cutters, razor blades, baseball bats, pipes, bottles, locks, sticks, pencil, pens, scissors, slingshots, pepper spray. In evaluating whether objects or devices could reasonably be considered a “look alike” firearm, for purposes of the imposition of discipline, any one of the following criteria may be relied upon:

1. Appearance, e.g., extent of resemblance between an actual firearm and the “look alike,” and
2. The reaction of other students and adults who are confronted with or otherwise observe the “look alike” firearm.

If the appearance of or reaction to a “look alike” or toy firearm is inconsistent with the foregoing definition, then consideration may be given to the use of other disciplinary infractions.

Group B. Possession, use (other than for use, attempted use, or to cause bodily harm), control or transfer of box cutters or razor blades, BB guns.

Group A offenses require expulsion recommendation for at least one year. Administrators must notify local law enforcement of any incident involving possession of a weapon and firearm.

SIGNATURE FORMS

The following forms should be reviewed, signed and returned to the principal's office of the school to which your child is assigned, unless otherwise noted. If you have any questions prior to signing, contact your child's building principal. Contact information is located at [page 5](#) of this Handbook.

**WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT NO. 60
PARENT/STUDENT HANDBOOK ON RIGHTS AND RESPONSIBILITIES**

I have received, read and will abide by the Parent/Student Handbook on Rights and Responsibilities for the 2018-2019 school year.

I further acknowledge that I have read, understood and agree to comply with the Waukegan Community Unit School District No. 60 Parents/Guardians/Students/Staff Positive Behavioral Interventions and Support Expectations Compact. This Compact is found on [page 7](#) of this Handbook.

I understand that if I have any questions at any time during the school year I can ask any school administrator. The information in this Handbook is subject to such changes as may be needed to insure continued compliance with federal, State or local laws. It is subject to such review and alterations as becomes necessary for the routine operation of the school.

Student Name (print) _____

Student Name (signature) _____ Date _____

Parent/Guardian (signature) _____ Date _____

School _____ Student ID number _____ Grade _____

CONSENT FOR THE USE OF STUDENT IMAGES AND AUDIO

I, as parent/guardian of the Waukegan Public Schools student named below, or as a student for whom parental rights have transferred, do hereby grant permission for the District to utilize my child's name, signature, voice and/or any likeness of my child in which he/she may be individually identifiable for the following purpose(s):

Check each for which you are giving consent. If no boxes are checked, but you have signed the consent form, consent will be treated as being given for all categories.

- School or District fundraising activities approved by the District 1) advertisement or promotion of the event, whether in the current or future years or 2) on or in connection with merchandise, products or services that may be offered for sale at a fundraising activity or 3) informational broadcasts related to the event.
- School or District offers for sale, promotions or advertisements of school merchandise, goods or services – in school brochures, films, video/audio recordings, documentary productions and/or website/social media postings or on school related merchandise or goods.
- Non-school related educational or charitable, recreational or non-political civic groups for fundraising activities or use in offers for sale, promotions or advertisements of merchandise, goods or services – in brochures, films, video/audio recordings, documentary productions and/or website /social media postings or on merchandise or goods related to the entity. This consent is conditioned on the school providing at least one day advance notice to the specific entity and activity for which use of my child's name or image may be taken and a reminder of my right to timely revoke this consent prior to the event taking place.
- Commercial advertisements, in connection with requests to advertise on school grounds, when such requests have been approved by the Board consistent with Policy 1003, Advertising and the Distribution of Materials in the Schools, and the advertisement would include photos of Waukegan Public Schools students. This consent is conditioned on the school providing at least one day advance notice of the specific entity and activity for which use of my child's name or image may be taken and a reminder of my right to timely revoke this consent prior to the event taking place.

If at any time during the school year I choose to revoke my consent, I shall deliver to the building principal of the school to which my child is assigned a signed and dated letter withdrawing my consent, effective the date of receipt by the building principal.

I, further agree to indemnify and hold harmless the District, its Board members, employees or agents or their successors from any and all for any and all costs and expenses incurred, including reasonable attorneys' fees and costs, that may arise in relationship to any legal claims filed and/or judgments awarded in any jurisdiction as a result of the use of my child's name or image consistent with this consent.

Student Name (signature) _____ Date _____

Parent/Guardian (signature) _____ Date _____

STUDENT TECHNOLOGY USAGE AND ELECTRONIC DEVICES: 2018-2019

As a student using technology during the school day, I agree to abide by the District’s policies for technology usage (6043) electronic devices (6044) and student publications (6042). I understand that the use of District technology and electronic devices is a privilege and not a right. I understand that my misuse of technology and/or electronic devices may lead to my loss of this privilege and/or other disciplinary consequence. I further understand that administrators may not request my account name or password for social networking websites but may request my cooperation with an investigation when they have specific information about activity on the account that may violate the discipline policies in order to make a factual determination, and that refusal to do so will result in a presumption that the social network account contains incriminating evidence. I understand and acknowledge that my teachers and District staff have a right to and shall monitor my use of technology and electronic devices but that it is my responsibility to use technology and electronic devices, including the Internet, in an ethical and appropriate way at all times. I agree to use the District’s technology and electronic devices for educational purposes only and that I shall not use it to harass; intimidate; humiliate; bully; spread gossip; rumors; or other inappropriate content. I further agree that I will not use District technology and electronic devices to violate copyright laws; plagiarize the work of others; gain unauthorized entry into any computer, network, file, database or communication; access web based social networks; download or upload unauthorized programs, files or other materials, including music or video files. I understand that misuse of my personal electronic devices during the school day could lead to their confiscation by District staff and/or my inability to have such devices on school grounds among other appropriate consequences.

Student Name (print) _____

Student Name (signature) _____ Date _____

As the parent/guardian of the Waukegan Public Schools student named above child, I authorize my child to use District technology and electronic devices at school. I have read and reviewed the above expectations with my child, and I understand that my child is responsible for using the technology in an approved and appropriate manner, as outlined in the Waukegan Public Schools’ policies and guidelines and that failure to do so could result in the limitation or loss of use privileges. I further understand that I may review the complete District policies on these topics by requesting a copy of the policies from the principal of my child’s school or accessing them on the District’s website at <http://www.wps60.org> under School Board.

Parent/Guardian Name (print) _____

Parent/Guardian (signature) _____ Date _____

ACCOUNT CREATION CONSENT FORM

As Waukegan Public School District No. 60, moves towards a digital curriculum and an online learning environment, we are required by law to obtain the consent of parents/guardians before creating the necessary online accounts. These accounts will allow the District to provide an effective and optimal online learning experience for your student.

This form authorizes the Waukegan Public School District No. 60 to create, on behalf of the parents/guardians and their students, online accounts for students to access online curriculum tools and resources. These accounts include, but are not limited to, an Apple free iTunes Account, an Apple iCloud Account, a Google Apps for Education Account, and a school email account. These accounts are to be used for school and educational purposes only. The completion and signature on this form gives the consent of the parents/guardians of the student(s) listed to the Waukegan Public School District No. 60 to create the aforementioned accounts and any other online account necessary for the student to participate in a District approved online digital learning environment.

I have read and understand the purpose for the District’s request for consent to establish online accounts to support my student’s learning. I affirmatively consent to the Waukegan Public School District No. 60 creating any online accounts necessary for my student to be successful with the District No. 60 digital curriculum and resources including but not limited to an Apple iTunes Account, an Apple iCloud Account, a school email account and a Google Apps for Education account. My consent is valid for the 2018-2019 school year and any extended school year program in which my child may be involved.

Student Name (signature) _____ Date _____

Parent/Guardian (signature) _____ Date _____

1:1 ELECTRONIC DEVICE PROGRAM TERMS

Waukegan Community Unit School District No. 60 is providing a device that will be used for learning in its 1:1 Electronic Device Program. The following explains general fees and expectations for the use, care and maintenance of the device provided by the District to the student.

| | |
|---|--|
| <p>Program Rate This program has a non-refundable \$50.00 fee per student annually, in addition to the annual school fee noted at page 27. SPECIAL NOTE: The fee will not rollover and will be collected yearly.</p> | <p>Program Start and Expiration Date Effective Date: Upon receipt of a 1:1 Device and July 1 of each year thereafter. Expiration Date: June 30 of the current school year or upon the student’s transfer, graduation or other reason for un-enrollment from the District, whichever occurs first.</p> |
| <p>Program Details - No Cost Repairs and Replacement</p> <ul style="list-style-type: none"> ● Battery replacements, as long as there is no visible damage. ● Total device replacement: <ul style="list-style-type: none"> ○ If device operating system is non-recoverable. ○ If there is a malfunction with the expansion board or motherboard. ● Power cord replacement due to normal usage. This is not covered if there is any visible damage. ● Wi-Fi Card, speakers and other internal components that are not damaged due to liquid or physical damage. | <p>Exclusions (Cost for Repair or Replacement)</p> <ul style="list-style-type: none"> ● “Jail-Breaking”/”Rooting” or otherwise voiding the manufacturer’s warranty by altering the software or operating system. ● Any physical damages caused to the device. ● Liquid damages. ● Stolen device. ● Loss, damage (including incidental, consequential, or punitive damages) or expense caused directly or indirectly by the equipment. ● Internal tampering of the device. |
| <p>Care and Maintenance - Generally</p> <ul style="list-style-type: none"> ● Keep the 1:1 Device in its District-provided protective case at all times. Device must be in the protective case for technical services or repairs. ● Charge the computer every night <u>using only the charger that was given to you</u>. ● Do not charge personal devices (cell phones, tablets, external batteries, etc.) using the District’s 1:1 Device or allow others to do the same. This helps maintain adequate power and minimize device failure and is a prohibited use. ● Third Party accessories will not be accepted to replace the assigned carrying case and charger issued to the student. Replacement of the accessories will take place through the established procedures. <ul style="list-style-type: none"> ○ High School Students – Will purchase replacement accessories through the Bookstore. ○ Middle School Students – Will report missing accessories to the local school Computer Assistant. Applicable replacement fees will apply. ● Report any problems or damage immediately to the classroom teacher or administrator and make the device available for inspection and/or repair by the District upon request. Do not attempt to repair the device on your own. ● Report loss/theft of the device to the school and proper authorities (police) within 24 hours. | <p>Repairs Procedures & Loaner Devices</p> <ul style="list-style-type: none"> ● Students must bring their damaged/defective device (in the protective case) to the Tech Depot (high school) or Computer Assistant (middle school) for repair as soon as a defect or damage occurs. In most cases, a loaner device will be given to a student to use until the repairs are complete. ● Students bringing devices to the Tech Depot are required to have a visible ID badge to receive service. ● Loaner devices are only available for devices that are in repair. No loaner devices will be provided for forgotten, uncharged, or lost devices. Replacement devices can be purchased at the Tech Depot (high school) or from the Computer Assistant (middle school). ● When notified, students must pick-up their repaired device from the Tech Depot (high school) or Computer Assistant (middle school) and sign the printed invoice if fees are assessed. ● In the event that extenuating circumstances arise, a Lincoln Center ITS Administrator must be contacted for further instructions. |
| <p>REPAIR AND REPLACEMENT COSTS (subject to change from school year to year)</p> | |
| Descriptions | Repair Costs |
| Total Device Replacement (lost/stolen) | \$150-\$300 |
| Screen Replacement | \$28-\$75 (Non-touch and Touch) |
| Keyboard/Palmrest/Trackpad | \$22-\$48 |
| Key Replacement | \$3 |
| Top Case | \$17-\$33 |
| Bezel | \$5-\$25 |
| Bottom Case | \$5-\$19 |
| Power Adapter | \$7.50-\$18 |
| Protective Case | \$25 |
| Speaker | \$5 |
| Wi-Fi Card | \$10-\$15 |
| Camera | \$5-\$15 |
| FEEES | |
| <ul style="list-style-type: none"> ● Parents can view and pay current fees by visiting: http://www.wps60.org/District/2842-Online-Payments.html ● Students can view current fees by visiting: https://icsis.wps60.org/campus/portal/waukegan.jsp | |

PARENT/GUARDIAN EXPECTATIONS FOR 1:1 DEVICE PROGRAM

If your child is participating in the District's 1:1 Electronic Device Program, parents/guardians are expected to:

1. Internet Use and Digital Citizenship.

- A. Supervise and monitor the websites your child is visiting on the District device while not at school and ensuring access is limited to approved accounts.
- B. Discuss appropriate use of the Internet and supervise your student's use of the Internet at home.
- C. Be sure that your child can be seen while he/she is using the computer. No child should be behind locked/closed doors while on the laptop at any time.
- D. Be sure that only the child in the 1:1 Electronic Device Program is using the device. This is not a family device, it is meant only as a tool for the student's learning.
- E. Report any inappropriate, suspicious, illegal or dangerous activities observed or heard of while your child is using the device to his/her teacher.
- F. Be sure that your child is following the student Internet safety promises and the WPS60 Student Technology Use Policy 6043, policy governing electronic devices (Policy 6044) and the student publications policy (Policy 6042).

2. 1:1 Device Care and Maintenance.

- A. Help your child choose a secure location to charge his/her device at home to ensure a fully charged device is returned to school every day.
- B. Monitor your child's compliance with device care and maintenance obligations.
- C. Assume responsibility for any family member's unauthorized use/misuse/abuse of the Chromebook or other electronic device provided by the District.
- D. Ensure that no one changes or attempts to change the configuration of software or hardware on the device.
- E. Ensure that no one downloads or attempts to install any programs, Apps, or files from the Internet or other sources unless permitted, in writing, by the WPS60 Information Technology Services Department.
- F. Ensure that no one uses 1:1 devices to charge personal devices (cell phones, tablets, external batteries, etc.) to help maintain adequate power and minimize device failure. The Chromebook manufacturer strongly suggests not to charge any external devices using the Chromebook USB ports, which can cause Chromebook hardware and battery failures and the District prohibits such use.
- G. Do not remove any programs, media, documents, or web history on the District provided device or allow others to do so.
- H. Timely notify the District when the device does not seem to be working properly or is lost or damaged. Do not attempt to repair the District device and or request repairs by anyone outside of the District.

STUDENT EXPECTATIONS FOR PARTICIPATING IN A WPS60 1:1 ELECTRONIC DEVICE PROGRAM: DIGITAL CITIZENSHIP AND CARE OF DEVICE

1. As good digital citizens, WPS60 students are expected to:

- A. Report any activity that makes you feel uncomfortable, mad, or sad to a trusted adult or using the District's tip line.
- B. Keep personal information private. Students should not share personal information online (your name, address, age, school etc.) Do not post personal pictures online without adult permission.
- C. Be a good digital citizen by being kind to others online and using good manners. Use appropriate language in all communications.
- D. Report misuse to your teacher, dean or principal immediately. Do not forward inappropriate content (pictures, videos, text, links etc.) on to others.
- E. Never, ever meet with anyone you have talked to online.
- F. Keep your passwords private. Do not share passwords with anyone, even a best friend.
- G. Follow copyright laws. (Don't copy someone else's work and say it is yours. Always give proper credit to the person who did the work.)
- H. Do not remove or alter bar codes, inventory tags, service tags, or any other identifier is strictly prohibited. Potential fees may result due to removal of any inventory/service tags, in addition to any other consequence for misuse.
- I. While on school grounds, do not connect the Chromebook to personal phones, hot-spots, staff networks, public networks other than the District network etc. Connecting to other Wi-Fi networks will interfere with the established academic activities required to participate in class.

2. To care for devices in the 1:1 program, students are expected to:

- A. Keep all food and drinks away from the device.
- B. Keep the device away from extreme temperatures.
- C. Charge the device every night, and begin each school day with a full battery.
- D. Allow District 60 staff to always inspect the device upon request.
- E. Use your school device for educational learning activities and not for any illegal purposes or purposes that violate District policies.
- F. Use only the charger that was given to you.

- G. Follow the District’s Student Technology Use Policy 6043 and all other policies governing the use of technology associated with the District’s educational program.
 - H. Report loss/theft of the device to parents, school or administrator, and the police within 24 hours.
 - I. Know where your device is at all times. This learning tool is for the student and not for family members to use.
 - J. Do not charge personal devices (cell phones, tablets, external batteries, etc.) using your 1:1 device and do not allow others to do the same. This helps maintain adequate power and minimize device failure. The Chromebook manufacturer strongly suggests not to charge any external devices using the Chromebook USB ports, which can cause Chromebook hardware and battery failures, and the District prohibits doing so to preserve the functioning of the device.
3. **Consequences for Misuse of the Device.** The ITS Department will notify the building administration of physical damage to the device after three (3) repairs or two (2) device replacements. The building principal or his/her designee will determine disciplinary consequences based on the severity of the incident, on a case by case basis.
4. **Chromebook Return Process.** If a student is un-enrolled from the Waukegan Community Unit School District No. 60 for any reason the device and all accessories must be returned on the last day of student attendance.
- A. High School Students. When a student is unenrolled, or is planning on leaving the District, he/she must return the assigned device, charger, and protective case to the Tech Depot for assessment and processing. Chromebooks cannot be left in the school office, or with any District personnel other than a District Tech Depot Technician. If a Tech Depot technician is unavailable, devices and accessories may be returned to the ITS Department at Lincoln Center.
 - B. Middle School Students. When a student is unenrolled, or is planning on leaving the District, he/she must return the assigned device, charger, and protective case to the building Computer Assistant for assessment and processing. Chromebooks cannot be left in the school office, or with any District personnel other than a Computer Assistant. If a Computer Assistant is unavailable, devices and accessories may be returned to the ITS Department at Lincoln Center.

The parent/guardian shall remain responsible for any damages/repair charges determined necessary following assessment and processing of the returned device and equipment. Devices not returned to the Tech Depot (WHS)/Computer Assistant (middle school) will be considered as lost/stolen.

PARENT & STUDENT EDUCATIONAL TECHNOLOGY ACKNOWLEDGEMENT

Dear Parents:

Your signature below acknowledges that you have read the material related to the use of technology within the Waukegan Public Schools educational program and you agree to the following:

- 1. Agree to all aspects of the Student Technology Use Policy 6043, electronic devices policy (Policy 6044) and student publications policy (Policy 6042).
- 2. If my child is involved in the WPS60 1:1 Electronic Device Program, agree to provide adequate supervision of my child to ensure he/she properly cares for the device while not at school and uses the Internet as safe, respectful, and responsible digital citizens as described in this 1:1 Electronic Device Program parent and student expectations.
- 3. If my child is involved in the WPS60 1:1 Electronic Device Program, agree to pay in a timely manner the charges associated with that program that are or may become due and owing.

Parent/Guardian (signature) _____ Date _____

Dear Students:

Your signature below acknowledges that you have read and understood the material related to the use of technology within the District’s educational program and you agree to the following:

- 1. Comply with all aspects of the Student Acceptable Use Policy 6043, electronic devices policy (Policy 6044) and student publications policy (Policy 6042).
- 2. If involved in the WPS60 1:1 Electronic Device Program, to properly care for the District device I am provided and to use the Internet as a safe, respectful, and responsible digital citizen, as described in this Handbook in the sections on Expectations for Digital Citizenship and Care of the Device.

Student Signature _____ Date _____

PARENT/GUARDIAN MTSS CONSENT TO CONDUCT A FUNCTIONAL BEHAVIOR ASSESSMENT

During the course of the school year, it may be necessary to consider whether your child may require a behavior intervention plan or may require revisions to an existing behavior intervention plan as part of the District’s multi-tiered system of support (MTSS) for students. In order to make such a determination, it may be necessary to conduct a functional assessment of your child’s behavior.

The purpose of the functional assessment is to identify events in the school that may be related to behavior difficulties identified by your child’s teachers or other school staff as impacting your child’s progress in school. The results of the functional assessment inform the school intervention team’s development of recommended interventions individualized to your child’s needs. A functional behavior assessment would be conducted by the school intervention team. Minimally the assessment would include the following:

1. an interview with your child’s teacher and other staff;
2. observations of your child in the classroom or other locations in school and possible data collection related to identified behaviors;
3. a review of your child’s school records, such as report cards; and
4. an interview with your child to see if he/she can identify things that may be causing the behavior problems.

Your child would not be pulled out of the classroom except for a brief interview with the school psychologist and/or school social worker—to the extent necessary. After the assessment is completed, we will invite you to come to school to discuss the results of the assessment and, if necessary, the resulting intervention plan, or if it is more convenient for you, we would discuss these issues with you on the phone.

Your consent to a functional behavior assessment is voluntary. Should you choose not to provide consent and your child is referred to the school intervention team for assistance, school staff will be limited in their knowledge of what may be contributing to your child’s behavioral challenges in school and the subsequent intervention efforts less effective than they otherwise could be. Also school administrators will be limited in the availability of what otherwise may be an appropriate behavioral intervention to try with your child prior to issuance or recommendation of a disciplinary consequence involving a period of school exclusion.

Any copy of this consent form shall have the full force and effect of the original.

This consent expires one year from the date below unless earlier revoked in writing and delivered to the principal of the school to which your child is assigned. Any revocation of consent shall apply as of the date of its receipt by the District and does not affect actions taken by the District when the consent was in effect.

I have read the above and understand that if I have questions, I may contact my child’s teacher or the building principal at any time. I affirm that I voluntarily provide my consent to allow my child to have a functional assessment of behavior conducted should it be recommended by the school staff responsible for my child’s educational progress and growth.

Student Name _____ DOB: _____

Signature _____ Date _____
Parent/Guardian/Student for whom parental rights have transferred

WAUKEGAN PUBLIC SCHOOLS PARENT PLEDGE

As a parent/guardian, I understand that my participation in my child’s education will help his/her achievement and attitude. I understand that a healthy child is a child ready to learn. I agree to the following responsibilities:

1. My child will arrive at school on time, well-rested and prepared for a full day of instruction and learning.
2. My child will eat a healthy diet at home, and I will supply a healthy lunch and snack at school if necessary.
3. My child will read with an adult or be encouraged to read independently at least 20 minutes per day.
4. I will attend all conferences scheduled with any member of my child’s school staff.
5. I will read and use information sent home by my child’s school so that I am informed of school activities.
6. I will provide a quiet, suitable time and place within the home for homework.
7. I will limit screen time (television/computer/video games) to two (2) hours per day and encourage 60 minutes of physical activity per day.

Together, my child and I, in collaboration with Waukegan Public Schools, will make education and a healthy lifestyle a priority in my household.

Parent Signature _____ Date _____

PESTICIDE APPLICATION REGISTRY NOTICE

Dear Parents, Guardians and Staff:

Waukegan Community Unit School District No. 60 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

We are establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please complete the attached form and submit it to: LeBaron Moten, Deputy of Facilities and Support Services, Waukegan Public Schools, 1201 N. Sheridan Rd., Waukegan, IL 60685; Email: lmoten@wps60.org. **In order to ensure that the registry remains up-to-date, the registry request is valid only for the school year in which it is signed.**

Please include me in the notification registry. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable. I also understand that if I move within the District or there otherwise is a change in my contact information during the school year, it is my responsibility to notify the District of this change, through submission of the updated information to the Director of Operations.

Parent/Guardian/Staff Member’s Name _____

Signature _____ Date _____

Student’s Name _____

Address _____

Phone Number _____

Email Address _____

RELEASE OF DIRECTORY INFORMATION

As the parent/guardian of the above named child, or as a student for whom parental rights have transferred, I understand that the District releases Directory Information as outlined below. I DO NOT consent to having my or my child’s Directory Information released in the circumstances checked below:

Student name, academic awards and honors received, grade level, photograph or video or digital image and/or information as to participation in school and school sponsored activities (other than for fundraising activities), organizations, and athletics, in association with school or school sponsored publications such as the student newspaper, activity or athletic programs, information sheets, or rosters, the District’s website or for informational or news related purposes by logical media attending school activities or events open to the public. The information may be released in oral, printed or electronic/digital format. This information is released throughout the school year on or near the dates of athletic events, award ceremonies, activity events to which the public are invited, or at the time of publication of the school or local newspaper or school yearbook.

NOTE: For consent for name, images and/or audio related to fundraising activities *See page 56.*

Student name and address information to be provided to the City of Waukegan Police Department on October 1, 2018, in an effort to assist law enforcement officers who are certified in working with juveniles in maintaining a safe educational and community environment for students, staff and community members.

Student name, address and contact information may be provided to the Boys and Girls Club of Waukegan and/or City of Waukegan Park District on September 14, 2018 in relation to maintaining a safe environment with respect to student transportation after school to the respective program.

I understand that if none of the above boxes is checked or I have not returned this form to Student Support Services at 742 Greenwood Avenue, Waukegan, IL 60085 by September 14, 2018, my child’s information shall be released on the dates noted and that I will have waived my right to object to the same.

Parent/Guardian/Student 18 or older Name (print) _____

Parent/Guardian/Student 18 or over Signature _____ Date _____