

WAUKEGAN
COMMUNITY UNIT SCHOOL DISTRICT #60
LAKE COUNTY, ILLINOIS

2011-2012
Parent/Student Handbook on
Rights, Responsibilities
and
Discipline

DONALDO R. BATISTE, Ph.D.
SUPERINTENDENT

Revised July, 2011

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

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WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT #60

1201 North Sheridan Road
Waukegan, Illinois 60085
(847) 336-3100
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. Michael Rodriguez- President
Mr. William Anderson-Vice President
Ms. Anita Hanna Mrs. June Maguire
Mr. Don Elliott Mr. David Pfeifer
Ms. Cheri Pierson-White

The regular meeting 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

Donaldo R. Batiste, Ph.D. - Superintendent of Schools
Jules A. Gaudin, CPA, MBA- Deputy Superintendent, Chief Operations Officer
Mary L. Lamping, Ph.D. - Chief Academic Officer
Jason Feldman - Executive Director of Human Resources
Richard Pattison – Executive Director of Information Technology Services
William Newby – Executive Director of Campus Relations, Operations, and Student and Staff Safety

The 2011-2012 *PARENT/DISCIPLINE HANDBOOK COMMITTEE* shared their concerns/ideas and created a document that they believe will meet the needs of the district.

PARENTS

Rob Proce Janalle Roth
Jack Herman Sandi Wideburg

TEACHERS

Jean Gentile
Margot Gillin
Ted Injasulian

ADMINISTRATORS

Dr. Mark Neiberg, Chairperson
Ms. Sarah Bankhead Ms. Laurie Lee
Ms. Bonnie Bozik Ms. Renee Sams
Mr. Tim Bryner Mr. William Newby
Mr. Grant Flink Ms. Janine Gruhn
Mr. Romell Drake Mr. Michael Washington
Dr. Eric Levin Mr. Dave Hoffman
Mr. Daniel Hill Ms. Renee Cheung
Mr. David Strawniak Dr. Christina Connolly-Wilson
Mr. David Perkins Ms. Angela Fink

LEGAL ADVISORS

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

SUPERINTENDENT'S MESSAGE

July, 2011

Dear Students and Families:

The road to improving our schools and our communities begins and rests with each student taking responsibility for his/her destiny. Students, as life-long learners, are guided along this road with the helping hands of families, teachers, administrators, and concerned community members.

The *Parent/Student Handbook on Rights, Responsibilities and Discipline* contains Board-approved discipline policies, practices, and procedures, as well as general and specific District information. 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 hoped that through reading and re-reading this document, you will become familiar with 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 any further assistance to you, in any way, please do not hesitate to contact me at dbatiste@wps60.org, or at 847-360-5401.

Sincerely,

Donaldo R. Batiste, Ph.D.
Superintendent of Schools

PAGE TO BE ENTERED ON SUPERINTENDENT'S LETTERHEAD

**WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT #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.

PARENTS/GUARDIANS SHOULD:

1. Keep in regular contact with their child's teachers concerning their child's conduct and progress.
2. Assure that their child 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 their child is healthy, well groomed, and clean.
5. Report immediately to school authorities any school-related problem or condition which affects their child or other children of the school community.
6. Discuss report cards, evaluations, and homework assignments with their children on an on-going basis.
7. Maintain accurate and up-to-date homework and emergency telephone numbers at the school.
8. Assure that your child is picked up from school at the end of the school day or activity, in a timely manner.

STUDENTS SHOULD:

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 themselves in a safe and reasonable 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 themselves and complete work to the best of their ability.

STAFF SHOULD:

1. Recognize and understand student needs and promote worth, dignity, and educational success.
2. Make every reasonable effort to contact a parent if a student is absent or experiencing academic or behavioral difficulties.
3. Establish clear and concise classroom expectations for students.
4. Maintain an atmosphere conducive to good behavior.
5. Plan a flexible instruction to meet the needs of all students.
6. Promote effective training of discipline based on fair and impartial treatment of all students.
7. Develop a good working relationship among staff and students.
8. Encourage parents to maintain communication between the school and home.
9. Involve students in the development of classroom procedures.
10. Involve the entire community in improving the quality of life within the school and community.
11. Be respectful for all students and staff members.

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. 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 child, 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; graduates; marries or joins the military. Any student, however, has the right to inspect and copy his or her permanent record. Reasonable copying charges may be assessed. Except for academic grades, parents/guardians or students, for whom parental rights have transferred 18 years of age or older have the right to challenge the accuracy, relevance or propriety of a school student record related to their child. Additional information concerning these procedures for students in grades Pre- K-12 may be obtained from the Principal of the school building the child attends or the Office of the Chief Academic Officer, upon written request. Requests to the Chief Academic Officer 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**

A. Student Permanent Records consists of personally identifying information and:

- (1) Include: Student's names, addresses, birth date and place, and gender; unique student identifier; academic transcript – including grades, class rank, graduation date, grade level achieved and score on college entrance examinations; and scores on high school state assessment exams; attendance record; accident reports and health records; parents'/guardians' name(s) and address(es); and record of release of permanent record information; and
- (2) May also consist of:
 - a. honors and awards received;
 - b. information concerning participation in school-sponsored activities or athletics, or offices held in school sponsored organizations;

B. Student Temporary Records consists of all information not required to be in the student permanent record and:

- (1) Shall include: home language surveys, scores received on elementary/middle school State assessment exams, discipline records regarding serious infractions (drugs, weapons or bodily harm); indicated findings by the Department of Children and Family Services of physical or sexual abuse of a student; orders of protection; and records of release of temporary record information; and
- (2) May also include: Family background information; assessment results– group and individual; aptitude test scores; reports of psychological evaluations 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; disciplinary information not otherwise required to be retained by paragraph B(1) 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; 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.

2. **Right to Inspect and Copy:**

Student records may be inspected or copied within a reasonable time no later than 15 school days from the Principal's receipt of a written request and, where applicable, an appropriate authorization. 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 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 files include information or data which require professional interpretation, the District will make available to the parents or explain the contents of the file.

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.

- 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 agent, who is conducting school business on behalf of the Board of Education or the State 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 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;
 - iii. to juvenile authorities, as defined in the Illinois School Students Record Act, provided that:
 - a. the release occurs prior to the student's adjudication;
 - b. the information is necessary for the discharge of their official duties, and
 - c. the District receives written certification that the information will not be re-released except in accordance with law;
 - iv. as needed to respond to an emergency, to protect the health and safety of the student or others; and
 - v. 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:

- a) to inspect and copy such records;
- b) to challenge the contents of such records; and
- c) to limit any such consent to designated portions of information within the records.

4. Rights and Procedures for Challenging the Content of Records:

- a) Parents 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
- b) In order to make such a challenge and to receive a copy of the procedure involved, the parents shall contact the building administrator of the school attended by their child.

5. 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. Parents shall be given an opportunity to copy student record information before such time 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.

6. Directory Information: Directory information has been defined by the Board of Education as name; address; gender; grade level; birth date and place; parents' or guardians' name or address; academic awards and honors received; major field of study; information as to participation in-school sponsored activities, organizations, and athletics, and period of attendance. Prior to the release of directory information, parents will be provided with written notice of the intent to release information and given the opportunity by a specified date to opt out of having their student's information included in the release. 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, Juvenile Division 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 child's name released in one or more of these instances you must complete the Release of Directory Information form in this booklet and return it to: Student Support Services at 742 Greenwood Avenue, Waukegan, IL 60087 no later than September 14, 2011 or within two weeks of the date on which the student has enrolled in the District, if enrollment occurred after September 14, 2011.

7. 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 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.

District Grievance Procedure

1. Students who believe they have been subject to or witnessed discrimination or retaliation may file a complaint with any of the following persons: a staff member, supervisor or principal at the building in which they attend school or the District's Non-discrimination Coordinators. Other individuals wishing to report alleged discrimination should contact a District Non-discrimination Coordinator. The Non-discrimination Coordinators can be contacted in writing at 1201 N. Sheridan Rd., Waukegan, IL 60085, and are: Mr. Jason Feldman, Executive Director of Human Resources (847-360-5404), Dr. Mary Lamping, Chief Academic Officer (847-599-3926, or Dr. Donald R. Batiste, Superintendent (847-360-7030). Staff persons receiving student reports should provide them to a supervisor, department chairperson, building principal, or Non-discrimination Coordinator for investigation, and these persons shall notify the Chief Academic Officer and/or Superintendent's office, who may request the assistance of outside entities in the investigation process. Any information learned in the course of an investigation will be kept confidential, to the extent possible.
2. Within seven (7) calendar days of inquiry, the Coordinator shall send a copy of the District's Equal Education Opportunity and Non-discrimination policy 6020 and grievance procedure to the inquiring individual(s) or parent of the student alleged to have experienced discrimination.
3. Upon receipt of a written grievance, the appropriate party shall investigate the nature and validity of the grievance with the involvement of District personnel responsible for the program or activity cited by the grievance and others as necessary and appropriate. The assigned investigator may seek advice from related State agencies or legal counsel.
4. Within sixty (60) calendar days of receiving the grievance, the investigator shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the complainant, the staff person responsible for the program or activity cited, specific individual charged (if any) and the Superintendent, with confidential information redacted as appropriate.
5. If either the complainant or the party charged is not satisfied with the decision rendered by the investigator, the decision may be appealed with fifteen (15) calendar days to the School Board by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent. The Superintendent shall forward copies of the grievance and the investigator's decision to the School Board. The School Board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within fifteen (15) calendar days of the date on which the grievance was heard. The Board's decision shall be the final administrative decision for purposes of appeal, except for allegations of Title IX sex discrimination.
6. If either the grievant or the party charged is dissatisfied with the School Board's decision in a Title IX matter, an appeal may be made first to the Superintendent of the Regional Office of Education and, finally, to the State Superintendent of Schools.
7. An appeal outside of the District should be made in a timely fashion.

Note: Alternative complaint review procedures 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 or Special Education Department

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 Chief Academic Officer 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, Dr. Mark Neiberg at 742 Greenwood Avenue, Room 25 Waukegan, Illinois 60087, 847-263-2125 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, hospitals, doctors offices, private schools, churches, grocery stores and other community agencies and also are available on the District's website at: <http://www.wps60.org/childfind/whatis.php>. School age students (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 Response to Intervention data (see p. 14) or direct referrals by parent(s)/legal guardian(s) or other public agencies. Informed parental consent

is not needed to conduct screenings to determine whether or not an evaluation is warranted. 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 Prevention Initiative Program at our Parent Infant Education Site at 742 Greenwood Avenue or by calling 847-263-2319. Free development screening are offered for Waukegan District 60 residents by appointment.

Any parent(s)/legal guardian(s) wishing to have his or her child 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 Special Education Programs and Services, Sandra Edelstein at 847-360-5370 or the District's Director of Special Education Compliance and Monitoring, Ms. Janine Gruhn at 847-360-5434, both of whom 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 child attends. For children not currently enrolled in a District 60 School, they can also contact the Child Find Department at 847-599-4215 for assistance.

RECOMMENDED SERVICES FOR A SPECIAL EDUCATION STUDENT OR 504 STUDENTS

In order to be eligible for special education services, a student must be determined through a proscribed evaluation process to have 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 parent(s)/legal guardian(s) of the student. Recommendations made by individual staff or team members will be considered by the team as a whole in an appropriately convened meeting, unless team members, including parent, otherwise agree to the recommendations absent a meeting taking place. If the team supports the recommendations as an IEP or 504 service need, 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.

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. All parental rights under this section transfer to the student at the age of 18 or upon emancipation.

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):

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. 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.

Right to Inspect Information. Parents of students have the right to request to inspect the following materials at any time:

1. instructional materials used in the educational curriculum; and
2. protected information surveys.

Parents of student, similarly, have the right to request to inspect the following additional materials prior to their administration or use with a student:

1. 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
2. surveys created by third persons.

Video recordings are the property of the School District, and disclosure of any video is subject to authorization by the Executive Director of Campus Relations, Operations, Staff and Student Safety.

A written request for access to or copies of this information should be provided to the Chief Academic 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.

Scheduled Dates for Specific Activities. The District does not have scheduled or expect to be scheduled, for the 2011-2012 school year any of the following activities:

1. The collection, disclosure, or use of students' personal information for the purpose of marketing or for selling that information;
2. The administration of a protected information survey; or 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; and
3. 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.

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:

- Denying enrollment to undocumented students;
- Engaging in practices that might “chill” undocumented students and their families from accessing educational services;
- Requiring disclosure of the immigration status of a parent or child;
- Making inquiries of children or parents that might reveal their immigration status; and
- 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 which has the effect of denying an undocumented student access to public education is unlawful.

School student records, including information about a student’s immigration status are confidential and can be disclosed without consent under certain circumstances. There is both a federal law, the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and a State law, the Illinois School Student Records Act, 105 ILCS 10/1 *et. seq.*, governing the confidentiality and disclosure of school student records.

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). 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

School staff are required by law to report to the Department of Children and Family Services (DCFS) suspected abuse, neglect or financial exploitation of adults with disabilities, aged 18-22, who are living in residential facilities licensed by DCFS. Any such reports are managed in the same manner as reports of suspected child abuse or neglect. School personnel also may report to the Department of Human Services, Office of Inspector General any other adult with disabilities whom the staff member, in good faith, reasonably believes is being abused, neglected or financially exploited.

JUVENILE PROBATION

Any student on probation shall notify the school administration of the name of the student’s Probation Officer by the end of the first week of school or within 5 school days after the appointment of a Probation Officer.

ELDER ABUSE OR NEGLECT – MANDATED REPORTERS

Professional school personnel, when serving in their professional capacity, are mandated reporters of the suspected abuse, neglect or financial exploitation by others of a person 60 years of age or older residing in a “domestic living situation” (living alone, with relatives or other caregivers or in a board and care home or other unlicensed community facility). 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. 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 of students attending schools receiving Title I funding under the No Child Left Behind Act may request information regarding the qualifications of the teacher(s) and paraprofessional(s), if any, assigned to teach their child. Information which may be requested includes:

- i. whether the teacher has met State qualifications and/or licensing requirements associated with the grade level(s) and subject(s) being taught;
- ii. whether the teacher is working pursuant to a provisional or emergency teaching certificate;
- iii. the college and graduate degrees held by the teacher and the field of discipline associated with those degrees; and
- iv. whether, and the qualifications of, any paraprofessional assigned to work with the student. 20 USC § 6311(h)(6)(A).

Requests should be made to the building Principal of the school to which your child is assigned, who will reply within a timely manner. Furthermore, parents will be timely notified anytime during the school year that their child is assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. 20 USC § 6311(h)(6)(B)(ii).

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 days prior to the school meeting date., unless due to an emergency. Eligible employees are those who are parents or 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 control. Applicable policies include: 6010 - Attendance and Excuses; 6011 - Physical Education, Excused Absences; 6030 - Health, Eye and Dental Examination; Immunizations and Exclusion of Students; 6040 - Student Discipline; 5212 - Grading; 5223 - Driver Education.

ATTENDANCE

All school attendance policies are based on the premise that attendance is mandatory. Absence from school is the single greatest cause of poor achievement. Learning is a dynamic process of students actively engaging both teachers and peers. District No. 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 and guardians must give 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 as soon as possible.

RESPONSIBILITIES

Both the student and their parents/guardians have attendance responsibilities. It is expected that the student attend each of their 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 student's House Office. In addition, the parents must call the school's Main Office or the student's House 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 10:00 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 or for WHS students, the student's House Office. Students who are absent due to family trips, weddings, graduations, or celebrations should call the school's Main Office or the student's House Office to report students' absences. 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 timely reported:

- Illness;
- Hospitalizations;
- Counselor, dean, or other office appointments;
- School related activities in which the student is a participant;
- History of chronic health problems for which proper documentation has been filed;
- Death in the family or family emergency (family vacations or special occasions do not constitute an emergency)
- Mandatory court dates;
- Observance of religious holidays or, for students between 12 and 14 years of age, attendance at confirmation classes;
- Unavoidable medical-related appointments;
- College visits;
- Field trips;
- Tardiness, when related to a late bus, weather conditions, illness or family emergencies verified by the parent; and
- Other situations approved by the school or House principal.

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

WITHDRAW-FAIL/ADMINISTRATIVE TRANSFER

High school students who fail to regularly attend class(es) may be administratively removed from the class(es) transferred to an alternative District program, and issued a Withdraw-Fail (WF) grade for the class(es) from which s/he 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 3 or more consecutive days or a series of intermittent absences that creates a pattern of absences may necessitate that the parent(s) or guardian(s) 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 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 prevents 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. 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 0 hour, at the expense to the student. Students shall qualify for graduation when the physical education requirements are met, unless the requirement has been waived for a reason allowed by law.

(1)All students are required to pass 3 ½ 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 the lack of participation, attendance, or an invalid excuses, 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 transfer 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.

MAKE-UP WORK

If you would like your child's teacher to prepare work to be done at home because of your child'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 child.

UNEXCUSED ABSENCES

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

- Any fraudulent call made by someone other than the parent /guardian;
- Any absence not reported to the school's Main Office or to the student's House Office by 10:00 a.m. the following school day;
- Tardiness due to oversleeping, no ride to school or missing the bus, running late, or wasting time;
- Going "out of town";
- Personal business (or student accompanies parent for personal/family business);
- Activity camps;
- Celebration parades (e.g., St. Patrick's Day) or political marches/rallies;
- District/state contests or other school activities in which the student is not a participant;
- Family vacations;
- Single and multiple period unexcused absences;
- Needed at home; and
- Car trouble.

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 exclusions will not be eligible for participation in extra curricular activities or school sponsored events or activities.

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 School, such violations could cause the forfeit of an IHSA contest or meet. (See also, "Social Activities" at p.16.).

ATTENDANCE RECORDS

Waukegan 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 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.

FUNERAL LEAVES

Parents/guardians of students who are close friends of the deceased should contact the school's Main Office or the student's House 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.

STUDENT TRUANCY

A student who is absent without valid cause for an entire school day or a portion thereof, will considered to be tardy or truant (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 ten percent

or more of the required regular attendance days. District truant officers will offer assistance with student truancy problems; however, the primary responsibility to see that students attend the entire school day is the parent/guardian. Truancy Officer assistance may include phone calls to parents/guardians, home visits, parent and/or student conferences, and referrals to community resources and court action will be recommended where needed.

All Waukegan Community Unit School District No. 60 schools, including the high schools operate as closed campuses. Elementary, middle, and high school 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 found loitering in the school building or on 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 or 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 and study hall periods may be subject to discipline for insubordination and also will be considered tardy or truant, if applicable. Students who are habitually truant 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.

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 student's House Office received a call excusing the absence, the teachers would have been notified. Students returning to school following an absence for which the Main or House 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 or at the student's House 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 or guardian; their designee, upon receipt of written authorization by the parent, or, if the parent or 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 or the student's House Office to make arrangements prior to being absent. Parents/guardians of a student who will be absent for three consecutive days or less due to injury, serious health problems, hospital confinement, or other impending difficulties should contact the school's Main Office or the student's House 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 or the student's House Office as well as the student's 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 House Office prior to 10:00 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 House 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.

TARDINESS TO SCHOOL

Parents/guardians of students arriving late to school should contact the school's Main Office or the student's House 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, failure to attend class or wasting time will be considered unexcused. Tardiness due to special circumstances will be determined as excused or unexcused at the discretion of 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 or the student's House Office so that students are aware of the time of arrival.

TARDINESS TO CLASS

Students have been given an appropriate amount of time (5 minutes) 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 Response to Intervention 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.

The behavior side of Response to Intervention utilizes the Positive Behavior Interventions and Supports (PBIS) system. PBIS is an evidence-based approach to developing and maintaining safe leaning environments supporting student learning. The PBIS system is a proactive, preventative approach to school discipline and provides a variety of behavioral supports for students.

For those students who have intensive academic 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. Information from Response to Intervention 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 adaptability 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 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.

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, and expressive and receptive language. Parents may contact the speech-language pathologist for testing, as appropriate, to determine if therapy is advisable. Students also may be considered for speech-language services through the District's Child Find procedures (see p. 09). Therapy may be conducted individually or in small groups.

ENGLISH LANGUAGE LEARNERS (ELL) PROGRAMS

Waukegan Public Schools offers Transitional Bilingual Education (TBE) or a 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 language learners educational opportunities that prepare students to meet the state learning standards required for all students. All classes count toward graduation requirements. Program 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. Student progress and readiness to transition to the general education program is assessed annually, and full-time and part-time programming is available, depending on the students' identified level of need.

At the time of registration, all families new to the district complete a Home Language Survey (HLS), in compliance with Article 14C of 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 W-APT ACCESS Screener, or for kindergarteners the M.O.D.E.L., or Pre-IPT for preschoolers.

Parents are notified of test results and are provided an explanation of the scoring criteria for eligibility into the TBE/TPI Program, and other information about how the programs function and will benefit their child. The Language Assessors explain to parents that the TBE/TPI Program is an option. Parents may accept the TBE/TPI program or refuse these services. Qualifying students are eligible to be enrolled in TBE/TPI Programming until meeting the state mandated exit criteria, which is currently an overall composite score of 4.8 plus a literacy score of 4.2 on the 2011 ACCESS for ELLs.

Parents have the right to accept or decline enrollment of their child in the TBE/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 TBE/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 TBE/TPI classrooms, and parents may make such a request to the building Principal of their child's assigned school. Questions or concerns regarding English Language Learners Programs may be directed to the English Language Learners Department at (847) 360-5458. See also Board Policy 5218.

SOCIAL WORKERS

School Social Workers are master's level or higher degreed practitioners working in schools with the ability to improve student academic outcomes by improving student's social-emotional well being, school climate, providing support for teachers and administration, assisting families in understanding their child's social-emotional needs and local resources and intervening in crisis situations. School Social Workers have the skill set necessary to assist in all three tiers of RtI, including working with children with behavioral challenges. School Social Workers collect and utilize data for decision-making. The effects of having School Social Work Services available to students in schools are long-standing. School Social Workers have a positive effect on the students and families they work with, thus, leading to positive educational outcomes.

SCHOOL PSYCHOLOGY SERVICES

Provided to students in grades PreK through 12. Services consist of identifying students at risk for academic and/or emotional problems, developing and monitoring interventions, counseling, providing consultation to teachers and parents, and conducting 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 (847) 360-5505.

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.

REGULATIONS FOR PRESCRIBED MEDICATION

- Parents have the primary responsibility for the administration of medication to their child. Whenever possible, medication should be given to students before or after school hours. Medication administration should occur during the school day or school activities only when necessary for the critical health and well being of the student, subject to the following procedures associated with District policy. Medicine prescribed for administration once, twice or three times a day will **not** be given at school unless the prescription reads a specific time of administration which occurs during school hours. On half-days of school, medication will not be given unless specifically ordered by an appropriately State-licensed health care provider.
- **Prescription medicine** must be prescribed by an appropriately State licensed health care provider. Containers must bear a current prescription label. It is suggested that you ask your pharmacist to provide two labeled containers at the time the prescription is filled.
- **Non-prescription over-the-counter medicine** must be in original container labeled with child's name.
- Parent(s) or other responsible adult(s) should bring medicine to school. Children may not carry medicine during, to or from school or otherwise possess or self administer medication, absent an appropriate written authorization. Students with Diabetes also must have on file an approved, written Diabetes Care Plan. Currently, the only exceptions to prohibition on student possession on medications are:
 1. Medications for students with Asthma,
 2. Epi-Pens for students with Allergies.
 3. Medication, equipment and supplies necessary to monitor and treat Diabetes.
 4. Other approved situations, upon receipt of an order from a State licensed health care provider and with parent(s)/guardian(s) written permission.

School personnel shall not be liable for injury that may arise as a result of the self administration of medication by students or use of an Epi-pen, except for conduct that is willful and wanton. Parents must agree in writing to indemnify and hold harmless the District from any claims, other than those based on willful and wanton conduct, arising from the self administration of medication or an Epi-pen by the student before the student will be allowed to self administer medications during the school day or school activities.

- Parent must return the completed Authorization /Self Administration of Medication form signed by your State licensed health care provider and parent, before medicine may be administered. For reliever inhaler the Parent may provide the prescription labeled medication instead of a written doctor's order (Public Act 096-1460). This form must be renewed each year by the State licensed health care provider and parent. For self-administration of medication, the completed "Parent/Student Agreement to Carry Medication" must be returned to the nurse before the student may carry and self-administer medication.
- Parent is responsible for removing unused medicine from school at the end of the prescribed regime. Medicine not removed by the end of the school year will be discarded.
- 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)/guardian(s) can observe any side effects. Side effects should be made known to the school nurse assigned to your child's school. If this is not possible, the parent should notify the School Nurse of the student's new medications and the potential side effects as articulated by the student's State-licensed health care provider and submit an updated *Authorization of the Administration/Self Administration of Medication*.

Failure to comply with the above regulations will result in medicine not being administered. In such case, parent will be notified to come to school to administer the medicine. These regulations are for the protection of the child. We recognize that prescription

medicine for children must be carefully supervised by the parent and that the parent must be sure that all medicine is taken as prescribed.

GENERAL INFORMATION ABOUT WAUKEGAN PUBLIC SCHOOLS

DISTRICT WEBSITE- Please visit www.wps60.org to find information regarding district policies, initiatives and events.

EMERGENCY SCHOOL CLOSINGS- In case of bad weather or other emergencies, the closing of school will be announced over radio stations WKRS (1220 am), WLXC (102.3 fm) WOJO (Latino) between 6:00 – 7:00 am. Be sure to listen to the specific school name. Also, visit our district website at www.wps60.org for a listing of school closings. See also, District policy 3601.

DELAYED-START SCHEDULE

The District is instituting a “Delayed-Start Schedule” for the 2011-2012 school year. 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
All EPIC Locations	7:45 AM 11:38 AM	AM Classes are cancelled. PM Classes are at normal time (11:38 AM)	2:18 PM	
Early Elementary Schools	7:45 AM	9:45 AM*	2:18 PM	*Kindergarten: AM Classes are cancelled. PM Classes start at normal time (11:19 AM)
Late Elementary Schools	9:05 AM	11:05 AM*	3:38 PM	*Kindergarten: AM Classes are cancelled. PM Classes start at normal time (12:39 PM)
All Middle Schools	7:35 AM	9:35 AM	2:18 PM	
High School	CSP: 7:22 AM Regular 8:20 AM	No Zero Period Period 1 begins at 10:20 AM	3:11 PM	Students will not travel between campuses on delayed start days

SAFETY CODES - In the event of a dangerous or potentially dangerous situation, it may become necessary to evacuate or restrict the movement of students, staff, parents/guardians, business partners, community members, etc. to ensure their safety. The following safety codes will be used to provide direction:

- Code Red- There is a dangerous situation; go immediately to the nearest classroom or office. Lock all of the doors. Wait for instructions. If located in the cafeteria, remain there under the tables. Ignore all bells.
- Code Yellow- Evacuate the school. Close each interior door after the room is clear. Teachers are to take their class lists, evacuate their class in an orderly manner and keep intact in a safe area outside.
- Code White- Dangerous situations exist in the community. All exterior doors will be locked and monitored until the emergency subsides.
- Code Green- All is clear. Resume normal activity when this code is announced.

FREE OR REDUCED COST BREAKFAST/LUNCH PROGRAM- A federally sponsored free or reduced cost breakfast and/or lunch program is available for those who qualify. Information regarding this program is distributed by mail to the parent/guardian home address by July 30th, and is available at the beginning of the school year in the Main Offices at the elementary and middle schools and in the school store at the high schools. Applications also are available during summer and fall registration or parents may submit direct certification forms previously received from select State agencies. Eligibility must be established annually, and all forms must be turned in by September 30th or your son/daughter will be charged the full price for breakfast or lunch. For uninterrupted breakfast or lunch services, your application must be turned in prior to September 30th. Prior eligibility determinations of transfer students, made in the school year in which the transfer takes effect, will be honored for the remainder of the school year in which the student transfers, See also, District policy 3408.

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 Code, 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.

SCHOOL FEES FOR FY11

June 15, 2011– August 2011
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

REFUNDS 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.

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 60685, 847/360-5417.

1. Fee waivers are based on financial eligibility for the School Breakfast/Lunch Program; receipt of AFDC 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.
2. Students who qualify for free breakfast/lunch at the time of registration are considered as eligible for a fee waiver.
3. 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.

ITEMS NEEDED FOR REGISTRATION

OFFICE OF RECORDS AND ADDRESS

- ✓ **Official Birth Certificate or Certified Copy of Birth Certificate with Raised Seal- (no faxed or hospital copies accepted) - Preschool, Kindergarten and New Students only.** If the parent does not possess the original birth certificate, s/he must complete the “Missing Birth Certificate Contract” allowing them 30 days to provide it to the school. A copy of this contract must be sent to the Student Support office for tracking within 24 hours. 325 ILCS 55/5(b). See also, “Missing Birth Certificate”, below.
- ✓ **Proof of Residence** (two of the following are needed as identified by School Code 105 ILCS 5/10-20.12b).
 - **Lease** – Must have parent/guardian’s name, landlord’s name, and current address.
 - **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.
 - **Electric Bill**- must be current (within 2 months), must be in parent/guardian name.
 - **Illinois Dept. of Public Aid** – Current Medical Card in Parent/Guardian’s name with current address.
- ✓ **Notarized Statement from Landlord /Homeowner** forms are available at Student Support Services Landlord or homeowner must complete form, and have signature notarized. A utility bill (gas or electric only) showing the name of the Landlord/Homeowner must be attached.
These documents must be updated yearly. See also, “Residency Verification” below.
- ✓ **Proof of Legal Guardianship** –For student(s) living with someone other than parent who has legal custody/guardianship (e.g. divorce) legal documentation is required (105 ILCS 5/10-20.12b). See also, “Legal Guardianship/Custody” below.
- ✓ **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.
- ✓ **Student Transfer Form** (Required if student is coming from another 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.

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.**

MISSING BIRTH CERTIFICATE

The Missing Children Registration law 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 & identity within 30 days of enrollment. (See 325 ILCS 55/5b). When the school notifies local law enforcement, the school must also notify the person enrolling the student that s/he has 10 days to produce the birth certificate or other reliable proof or the school will turn the matter over to the local law enforcement for investigation. 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 Registration Act. There is no penalty included in the Act for a person enrolling a student who fails to comply with this Act. The school certainly should not exclude a child or un-enroll a child because they do not have on file a certified copy of a birth certificate or other acceptable documentation as provided in the Act.

RESIDENCY VERIFICATION

Schools are required to obtain proof of residence for students enrolled in the district. 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 on a **YEARLY** basis. 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.

Students whose families are suspected to be homeless should be referred to the **Homeless Liaison at 847-360-5574**.

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. The District, however, shall not be responsible for transportation to or from school for the student (105ILCS 5/10-20.12b (a-5)).

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, a copy of the court order granting custody or the ISBE/Attestation Enrollment and Residency form. A *Power of Attorney* indicating a transfer of care and custody for non-educational reasons also may be acceptable. All documentation regarding legal guardianship or caretaker custody **MUST** be kept in the Student’s Cumulative Folder.

PHYSICAL AND IMMUNIZATION REQUIREMENTS

All students must submit proof of immunizations and a physical examination. Dental examinations, vision examination, tuberculosis (TB) screening, diabetes screening, and lead screening are also required for some grades. 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 Homeless Liaison if necessary for assistance with these requirements. (See also, policy 6030).

Schedule of Required Documents: Examinations other than dental exams must be within one year prior to the year noted. Dental exams must be conducted by May 15 of the school year required.

- **Preschool:** Physical examination; including tuberculosis screening, diabetes screening, and lead screening; and current immunizations.
- **On entering Kindergarten or First Grade:** Physical examination; including tuberculosis screening, diabetes screening, and lead screening; current immunizations, dental examination, and vision examination.
- **Second Grade:** Dental examination (in addition to physical examination and immunizations already on file).
- **Sixth Grade:** Physical examination; including tuberculosis screening and diabetes screening; and current immunizations, and dental examination.
- **Ninth Grade:** Physical examination; including tuberculosis screening and diabetes screening; current immunizations.

ENROLLMENT DENIAL FOR PERIOD OF SUSPENSION OR EXPULSION

Students wishing to transfer into the District must complete any suspension or expulsion issued by the transferring school, for any misconduct, prior to enrollment, unless the Board 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 or 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 or 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 or 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 or 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 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.

2011-2012 SCHOOL CALENDAR

WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT NO. 60

Pre-School conference: August 15-19 (New Teachers), August 22-23 (All Teachers)

Parent/Teacher Conferences: Evening Conferences Nov. 2 & 3, Day Off Nov. 4

Classes Begin: Wednesday, August 24, 2011 (Half Day) Classes End: Friday, June 1, 2012

Workshops In-Services: (See next page for Workshops/In-Service Days)

Legal Holidays: Labor Day Sept. 05, 2011 Christmas Day Dec. 25, 2011
 Columbus Day Oct. 10, 2011 New Year's Day Jan. 01, 2012
 Veterans Day Nov. 11, 2011 M. L. King's Birthday Jan. 16, 2012
 Alternative Holiday Nov. 23, 2011 President's Day Feb. 20, 2012
 Thanksgiving Nov. 24, 2011 Memorial May 28, 2012

AUGUST 2011					
MON	TUE	WED	THU	FRI	TOTAL
1	2	3	4	5	
8	9	10	11	12	
N.T. 15	N.T. 16	N.T. 17	N.T. 18	N.T. 19	
A.T. 22	A.T. 23	1/2 24	25	26	3
29	30	31			3
TOTAL					6

SEPTEMBER 2011					
MON	TUE	WED	THU	FRI	TOTAL
			1	2	2
X 5	6	7	8	9	4
12	13	14	15	XSIP 16	5
19	20	21	22	23	5
26	INS 27	28	29	30	4
TOTAL					20

OCTOBER 2011					
MON	TUE	WED	THU	FRI	TOTAL
3	4	5	6	7	5
X 10	11	12	13	14	4
17	18	19	20	XSIP 21	5
24	25	26	27	28	5
31					1
TOTAL					20

NOVEMBER 2011					
MON	TUE	WED	THU	FRI	TOTAL
	1	PT 2	PT 3	4	3
7	8	9	10	X 11	4
14	15	16	17	18	5
21	22	23	X 24	25	2
28	29	30			3
TOTAL					17

DECEMBER 2011					
MON	TUE	WED	THU	FRI	TOTAL
			1	XSIP 2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	0
TOTAL					17

JANUARY 2012					
MON	TUE	WED	THU	FRI	TOTAL
2	3	4	5	6	0
RD 9	10	11	12	13	4
X 16	17	18	19	20	4
23	24	25	26	27	5
30	31				2
TOTAL					15

FEBRUARY 2012					
MON	TUE	WED	THU	FRI	TOTAL
		1	2	3	3
6	7	8	9	10	5
13	INS 14	15	16	17	4
X 20	21	22	23	24	4
27	28	29			3
TOTAL					19

MARCH 2012					
MON	TUE	WED	THU	FRI	TOTAL
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	0
TOTAL					19

APRIL 2012					
MON	TUE	WED	THU	FRI	TOTAL
2	3	4	5	6	4
9	10	11	12	13	5
16	17	18	19	XSIP 20	5
23	24	25	26	27	5
30					1
TOTAL					20

MAY 2012					
MON	TUE	WED	THU	FRI	TOTAL
	1	2	3	4	4
7	8	9	10	XSIP 11	5
14	15	16	17	18	5
21	22	23	24	25	5
X 28	29	30	31		3
TOTAL					22

JUNE 2012					
MON	TUE	WED	THU	FRI	TOTAL
				L.D. 1	1
E 4	E 5	E 6	E 7	E 8	0
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
TOTAL					1

SYMBOLS

- A.T.=All Teachers Conference
- NT=New Teacher Pre-School Conference
- INS=Institute Day for Teachers
- 1/2=First Day/Half Day Grades 1-12
- K-EP=First Day Kindergarten and EPIC
- PT=Parent/Teacher Conferences
- RD=Records Day
- XSIP=School Improvement Half Day
- LD=Last Day (No Emergency Days)
- E=Emergency Days
- X=Legal Holiday
- =Not in Attendance

Waukegan Public School District 60 School Year Calendar 2011-2012

AUGUST

Days for Students	6
Approved Workshop for New Teachers	5
Institute Days	2
Total	13

SEPTEMBER

Days for Students	20
Legal Holidays (Labor Day)	1
Institute Days	1
Total	22

OCTOBER

Days for Students	20
Legal Holidays (Columbus Day)	1
Total	21

NOVEMBER

Days for Students	17
Legal Holidays (Veterans Day)	1
Alternative Holiday	1
Legal Holidays (Thanksgiving)	1
Parent/Teacher Conference Comp Day*	1
Total	21

DECEMBER

Days for Students	17
Legal Holidays (Christmas Day)	1
Total	18

JANUARY

Days for Students	15
Legal Holidays (New Year's Day)	1
Legal Holidays (M.L. King's B'day)	1
Record's Day/Other	1
Total	18

FEBRUARY

Days for Students	19
Legal Holidays (President's Day)	1
Institute Day	1
Total	21

MARCH

Days for Students	17
Total	17

APRIL

Days for Students	20
Total	20

MAY

Days for Students	22
Legal Holidays (Memorial Day)	1
Total	23

JUNE

Days for Students(no emergency days used)	1
Emergency Days	5
Total	6

SUMMARY

Total Days for Students	174
Parent Teacher Conference	1
Total Institute Days	4
Record's Day/Other	1
Total Legal Holidays	10
Total	190
Additional Days for New Teachers	5

INSTITUTE DAYS: (All Teachers Orientation)

- August 15, 16, 17, 18 and 19 (New Teacher Orientation)
- August 22 and 23 (All Teachers Orientation)
- September 27 (Institute Day)
- November 4 (K-12 Parent/Teacher, see note*)
- January 9 (Records Day/Other)
- February 14 (Institute Day)

***EMERGENCY DAYS**

June 4,5,6,7, and 8
 The use of emergency days will increase the number of student and teacher days in June.

***Parent/Teacher Conferences: 11/2 & 11/3 Evening Conferences 11/4 Day Off**
Breaks: Thanksgiving: Thursday, November 24 and Friday, November 25, 2011
Winter: Monday, December 26, 2011, thru Friday, January 6, 2012
Spring: Monday, March 26, 2012, thru Friday, March 30, 2012

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. For your convenience, we are providing this brief summary. A complete set of policies are or will be available on the District's website (www.wps60.org) 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 any. 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 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.

DISCIPLINE INFRACTIONS

The District, through its 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. In almost all cases, the inappropriate conduct is disruptive and interferes 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, the Code lists graduated punishment 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. Moreover, the punishments are graduated, moving from warnings, through counseling, in-school suspensions, out-of-school suspensions and finally expulsion or stayed expulsion. 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 Code considers the age, grade level and cognitive ability of the student, as well as the gravity of the offense. The Discipline Code applies 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.

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 Code is revised annually. The effective dates for the annual Discipline Code 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 Code because its purpose is the preservation of student safety, good order, and a quality educational experience 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 attorneys 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.

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: parent(s), guardian(s), 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, SEXUAL HARASSMENT, & BULLYING

Bullying, Bias-related Incidents, and/or Sexual Harassment of any nature is prohibited. This includes incidents on the basis of the actual or perceived 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 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 s/he 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), and Sexual Harassment and Student Technology Usage (6043).

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.

SUSPENSIONS AND EXPULSIONS

All students, 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 policies and/or the Discipline Code. Additionally, 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. 105 ILCS 5/10-22.6(a) &(d).

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 graduation, 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 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.

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. 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 special education students (IDEA or Section 504), additional procedural protections are outlined in later sections.

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.

SATURDAY SCHOOL

The Board of Education has approved a Saturday Suspension Program for students who have received an Out of School Suspension of two 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 5125, Non-social Promotion Grades K-12.

Expelled students whose expulsions have been stayed and who have attended the Regional Office of Education (ROE) 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 ROE or another alternative placement, and have not attended regularly, or who have not been successful in the ROE program, or other alternative program may need to attend and successfully pass either ROE, 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 is 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, District Policy defines and prohibits the types of unwelcome behavior which can occur among students and staff and which constitutes sexual harassment. 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. CD players and walkmans, 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 Code. (Policy 6044).

For students in Pre-K through eighth grade, CD players, 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, or whenever school staff is attempting to communicate with a student.

During non-instructional times contingent upon properly displaying their high school identification badge, Waukegan High School students are allowed to use these devices during non-instructional times.

Cellular telephones or PDAs that also are telephones (collectively referred to as cell phones) are for emergency parent/guardian contact purposes only, unless otherwise authorized for use by school administrators. All other emergencies should be reported to school personnel, who will assist students and make office phones available, if necessary.

Students in Pre-K through eighth grade are prohibited from using cell phones during the school day or while participating in a school sponsored activity or event for non-emergency purposes, including instructional time, lunchtime, passing period time, or

recess, unless authorization has been given by school officials. Cell phones should be carried inside a student's purse, book bag or stored in the student's locker at all times while on school property. Cell phones should not be worn on a student's person; should be turned off and incapable of receiving a signal throughout the entire school day, except when use is authorized. Contingent upon properly displaying their high school identification badge, Waukegan High School students are allowed to carry these devices on their persons, however, during instructional times or while in the bathroom or locker room they must be turned off and incapable of receiving a signal. 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.

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 this Discipline Code. 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.

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 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.

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, 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 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.

ISOLATED TIME OUT AND PHYSICAL RESTRAINT

The District uses Isolated Time Out and/or Physical Restraint when necessary to ensure a safe, educational environment. Neither of these techniques is used for disciplinary purposes, although conduct that led to the need for the use of Isolated Time Out or Physical Restraint may be disciplined, in accordance with the District's Discipline Code. Each use of Isolated Time Out or 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 Isolated Time Out or Physical Restraint. Isolated Time Out and Physical Restraint can not be included in the Individual Educational Plan.

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. This is a form of time out used as a last resort when a student presents a safety risk to self or others. Students shall be placed in a space to assist in keeping the student safe until his or her behavior calms down. This area shall be free of objects with which the student may harm him or herself or others. Additionally, the space is properly ventilated and otherwise meets the space requirements established by the Illinois State Board of Education. Students in Isolated Time Out are monitored by an adult at all times.

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 s/he will not voluntarily leave. Physical Restraint is to be utilized only as a last resort, and staff that employs 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 Executive Director of Relations, Operations, Staff and Student Safety.

LIMITATIONS ON SUSPENSION OF STUDENTS WITH A DISABILITY

A student eligible for special education services under IDEA may be suspended from school attendance for an aggregate of up to ten (10) school days 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. Factors the District considers in determining if a series of suspensions, each of which is 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 Special Education Department 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 days of removal during the school year. However, beginning on the eleventh (11th) day of suspension, the student must be provided with the services listed on the IEP to the extent determined by school personnel, 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.

An In-School Studies (ISS) placement may constitute an Out-of-School (OSS) if the student does not receive the services identified in his or her IEP during the ISS. Additionally, a bus suspension may count as an OSS if the suspension results in a day of absence. The parent/guardian and the Department of Special Education 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 Special Education.

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 is considered for a special education student (34 CFR 300.530(e) & 300.536), or a student with a Section 504 Plan. 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 (e.g., 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 expulsion. If the Board decides to expel the student, 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 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 expelled students with a Section 504 plan.

FORTY-FIVE (45) DAY INTERIM ALTERNATIVE EDUCATIONAL SETTING

Special education students 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, 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 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 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 Compliance and Monitoring office. 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.

The District may seek, through an expedited due process hearing, a 45 school day IAES for students who create a dangerous situation in the school. The Hearing Officer must find that maintaining the student's current placement is "substantially likely to result in injury to the child or to others" before ordering this change in placement. 20 USC 1415(k)(3)(B)(ii)(II).

DEFINITION OF DISCIPLINE TERMS

504 STUDENT. A 504 student is a student determined by a team of qualified individuals to have a disability that substantially impairs a major life activity and is in need of reasonable accommodation in order to obtain equal access or benefit from the District's educational services, programs or activities.

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. 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.

BATTERY. 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.

1. **BATTERY TO STUDENT – LEVEL 2** – 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 Code.
2. **BATTERY TO STAFF – LEVEL 2** – 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.

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.

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 plan includes goals toward positive behavioral programs, instructions to promote positive behavior, and consequences to address problem behavior.

BIAS-RELATED INCIDENTS – LEVEL 2– 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.

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, threatening and intimidation, disruption, etc.

BOMB THREAT – LEVEL 2 – The act of communicating, verbally, electronically, or in writing, information about the existence of a bomb or other explosive device, whether true or false.

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can reasonably be 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 or student's person or property; ii) causing a substantially detrimental effect on the student's or students' physical or mental health; iii) substantially interfering with the student's or students' academic performance; or iv) substantially interfering with the student's or students' ability to participate in

or benefit from the services, activities or privileges provided by a school. (From SB 3266, which is awaiting action by the Governor at the time of writing of this Handbook.)

BULLYING – LEVEL 2- Bullying 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) and/or teacher(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 and/or teacher or teachers in reasonable fear of harm to the student's or students' and/or teacher's or teachers' person or property; ii) causing a substantially detrimental effect on the student's or students' and/or teacher's or teachers' physical or mental health; iii) substantially interfering with the students' or student's and/or teachers' or teacher's academic performance; or iv) substantially interfering with the students' or student's and/or teachers' or teacher's ability to participate in or benefit from the services, activities or privileges provided by a school.

Bullying behaviors may consist of or involve conduct that also is a separate offense under the District's Discipline Code and/or civil and/or criminal laws. Examples include but are not limited to harassment, threats, intimidation, 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 may be subjected to one or more applicable offenses.

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. 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 receives a series of suspensions that form an impermissible pattern of removals based on the length of each suspension, the total amount of time the student is suspended, and the proximity of suspensions to each other.

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.

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. Administrators must notify local law enforcement of any incident involving Controlled Substance.

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.

CREATION OF FIRE HAZARD/CHEMICALLY INDUCE HAZARD/EXPLOSIVE HAZARD – 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.

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 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 parent(s)/ guardian(s) 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.

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.

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 CD players, cellular phones, walkmans, pagers, laser pointers, radios, PDA's, Blackberry Hand-held 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.

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.

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.

EXTORTION – LEVEL 2– The act of coercing a person to surrender, unwillingly, any money or possessions of value.

FALSE FIRE ALARMS– 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.

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.

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.

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

GAMBLING/BETTING – LEVEL 1 – The act of risking, betting, or wagering for money or objects of value.

GANG ACTIVITIES – LEVEL 2 – See Policy 6047, at page 33.

GUN. See, Firearm.

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.

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.

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.

INAPPROPRIATE DRESS CODE VIOLATION – LEVEL 1- This refers to any violation of the District 60 Student Appearance Policy 6041.

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.

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.

IEP (INDIVIDUAL EDUCATIONAL PLAN) 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.

INDIVIDUALIZED EDUCATIONAL PLAN (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. An IEP also may contain a behavior intervention plan for students with identified behavioral concerns.

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.

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 etc.).

INTIMIDATION – LEVEL 2 – Threatening and harassing behaviors designed to gain power and control over others.

LEVEL 1 INFRACTIONS. Level 1 infractions are those violations of the District Discipline Code 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 Discipline Code 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.

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.

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.

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.

PHYSICAL ALTERCATION/FIGHTING – LEVEL 2 – Bodily contact between students 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.

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.

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.

PROHIBITED MATERIAL (POSSESSION) LEVEL 1 - 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 MATERIALS (USE/THREATENED USE) - LEVEL 2 - 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).

RESTITUTION. The act of making good or compensating for loss, damage, or injury; or restoring to the previous state or position.

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.

SEXUAL HARASSMENT (PHYSICAL) – LEVEL 2 – 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.

SEXUAL HARASSMENT (VERBAL) – LEVEL 2 – 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.

SEXUAL HARASSMENT (MOLESTATION) – LEVEL 2 – 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.

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 years to twenty-two 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.

START – (Safe Transitions And Reduce Tardies) – ON TIME is a school-wide initiative to address student tardiness to class. It is a proactive and positive plan to help all staff develop and implement effective behavior management and motivation practices for halls and passing periods. Violation of the START on Time initiative will constitute Insubordinate behavior and subject the student to progressive behavioral interventions and disciplinary consequences.

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.*

THEFT – LEVEL 2 – 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.

THREAT OR INTIMIDATION – LEVEL 2 – 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 USE/POSSESSION – LEVEL 1 – The act of using/having tobacco products on school property, including but not limited to cigarettes, cigars, pipes, chewing tobacco, electronic devices whose purpose is to assist in inhaling tobacco products etc. 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.

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.

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

UNAUTHORIZED SALE OR DISTRIBUTION – LEVEL 1- 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.

VANDALISM – LEVEL 2 – The act of willful destruction or damage to property; including vehicles parked on school grounds.

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.

WEAPONS – LEVEL 2 – The term “weapon” means possession, use, control or transfer of any object which may be used to inflict injury or cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, *United States Code* and 720 ILCS 5/24-1 of the *Criminal Code*, [e.g., knives, firearms, brass knuckles, billy clubs,] or a “look alike.” Pepper spray, box cutters, and razor blades are also defined as

weapons. Such items as baseball bats, pipes, bottles, locks, sticks, pencil, pens, scissors, slingshots or any other object may be considered weapons if used or attempted to be used to cause bodily harm. In evaluating whether objects or devices could reasonably be considered “look alike” weapons, for purposes of the imposition of discipline, any one of the following criteria may be relied upon:

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

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

Administrators must notify local law enforcement of any incident involving Possession of a Firearm.

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, whether District or personal electronic devices are used 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.

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.

Electronic communications are not considered privileged; thus, users have no legitimate expectation of privacy. 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 acceptable rules of network etiquette. 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 under the supervision of an instructor, classroom aide, or library staff.

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 such as MySpace or Facebook et-cetera.
- 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. 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.
- H. Using District equipment and/or District network for private, financial, or commercial gain and/or commercial or private advertising.
- I. Wasting or abusing school resources, such as paper, ink, network bandwidth, et-cetera.
- J. 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.
- K. 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 Network System Administrator.
- 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. Accessing or modifying any network device.
- D. Use of District systems to gain unauthorized access to, or to attack, any public or private network system.
- E. Decryption of system or use passwords.
- F. Sharing user passwords or access codes with others.
- G. Use of District systems and/or networks to copy, share or distribute without authorization copyrighted materials, software audio and/or video files.
- H. Downloading digital music files and movie clips without obtaining prior approval from the teacher for use as an educational resource.
- I. Intentionally introducing a virus, spyware, malware, keystroke logger, network traffic analyzer, phishing or other malicious software.
- J. Any attempt to intercept and/or monitor network traffic and packets.
- K. Intentionally initiating any network attack such as a Denial of Service attack, et-cetera.
- L. Modifying network wireless access points in any fashion.
- M. 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) is not private. People who operate the system have access to all mail.
5. Individuals who receive an e-mail 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.
6. Do not use the network in any way that would disrupt its use by other users.
7. 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

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, 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.

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;
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

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 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, with no holes. Under garments must not be visible. Pajamas are not appropriate attire for school. 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, Doo-Rags, 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 bona fide religious practice, verified by the Principal or designee. Hoods on garments including hooded sweatshirts, must be worn down throughout the school day and shall not conceal a person's face.
 - 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 micro 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, 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 *bona fide* 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 certificated staff member or contractual agent in a teaching 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 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.
4. **Subsequent Offenses:** Student is required to change into appropriate clothing for the day and receives an out of school suspension for one day.

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.

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.

POLICY AND PROCEDURES FOR MEAL PAYMENT COLLECTION
Board of Education Policy 3408, 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.

Rules and Regulations

Application for free or reduced priced meals:

1. ***Initial Applications.*** Parents/guardians may apply for free or reduced price meals at any time during the school year by completing an application or providing direct certification of eligibility for meal assistance received in association with receipt of food stamps, FDPIR or TANF assistance (“direct certification”). Applications are available during summer or fall registration or upon request from each school building office and shall be distributed with the annual notification to families of the District’s free and reduced meal programs.
2. ***Transfer Students.*** Free and reduced lunch eligibility determinations made by school districts from which a student transfers during the school year shall be accepted by the Waukegan Public Schools for the remainder of the school year in with the student is transferred.
3. ***Annual Renewal & Approval:*** The parent/guardian must complete a new application or provide current proof of direct certification at the beginning of each school year and be approved to avoid their child or children being removed from eligibility for the District’s free and reduced-price meal program. If a new application or direct certification form is not received or the income eligibility criteria no longer are met, the District will continue to feed the student(s); however, the parent/guardian will be held responsible for the full payment of the meal(s) provided.
4. ***Single Household Applications.*** Only one application per household shall be required, even if there are multiple children in the household from whom free or reduced price meals are sought attending different District schools....
5. ***District Initiated Applications:*** The Chief Operations Officer or his/her designee may complete a free or reduced meal application on behalf of a student or all students in a household if certain conditions apply. See the full policy for more information.

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:
 - a) Student’s name, b) Student’s school ID number, and c) 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:***

Students can pay at the time they go through the lunch line. They can also “pre-pay” and put money on their meal account through the POS system.

3. 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.

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 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
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 code considers the age, grade level and cognitive ability when considering consequences for infractions. Administrative discretion can apply.

KEY: P/T/S = parent/teacher/student
 P/T/A/S = parent/teacher/administrator/student conference
 DCC = discipline conference contract
 P/A/S = parent/administrator/student
 ISS = in school suspension/Saturday school
 OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Battery to Staff – Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 - 2 hrs School Service • Report to Police <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 4 - 5 hrs School Service • Report to Police 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 5 - 10 hrs School Service • Report to Police 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Counseling • Report to Police
Battery to Student-Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 2 - 3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • ½ - 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 1-2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 2 - 3 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/A/S Conference • Counseling • Behavioral Intervention • 2 hrs School Service 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS • P/T/A/S Conference • Behavioral Intervention • Counseling
Bias-Related Incident-Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention(s) • Behavioral Intervention <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention <p>4th Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hr School Service • Behavioral Intervention • Counseling <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • 4 hrs School Service • Behavioral Intervention 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • Behavioral Intervention • Counseling <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Counseling <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student
 P/T/A/S = parent/teacher/administrator/student conference
 DCC = discipline conference contract
 P/A/S = parent/administrator/student
 ISS = in school suspension/Saturday school
 OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Controlled Substance-Level 2 (Sale including Possession with intent to Deliver/Sale also including non-controlled substances whose intent is to intoxicate)		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • ½ - 1 hrs School Service • Behavioral Intervention • Report to Police <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • 1 - 2 hrs School Service • Behavioral Intervention • Report to Police <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • 2 - 3 hrs School Service • Behavioral Intervention • Report to Police 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Drug/Alcohol Counseling Referral • 3 hrs School Service • Confiscation • Behavioral Intervention • Report to Police <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/A/S Conference • Drug/Alcohol Counseling Referral • 5 hrs School Service • Confiscation • Behavioral Intervention • Report to Police 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • Behavioral Intervention • Report to Police
Controlled Substance-Level 2 (Including: Possession/Use of Controlled Substance or Look Alike, and Under Influence of a Controlled/Non-Controlled Substance or Alcohol)		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • ½ - 1 hrs School Service • Behavioral Intervention • Report to Police <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • 1 - 2 hrs School Service • Behavioral Intervention • Report to Police <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • 2 - 3 hrs School Service • Behavioral Intervention • Report to Police 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Drug/Alcohol Counseling Referral • 3 hrs School Service • Confiscation • Behavioral Intervention • Report to Police <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/A/S Conference • Drug/Alcohol Counseling Referral • 5 hrs School Service • Confiscation • Behavioral Intervention • Report to Police 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • Behavioral Intervention • Report to Police <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/A/S Conference • Drug/Alcohol Counseling Referral • Confiscation • Behavioral Intervention • Report to Police

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student P/A/S = parent/administrator/student
 P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
 DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Creation of a Fire Hazard/Chemically Induced Hazard/Explosives-Level 2		
<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Restitution • Behavioral Intervention • 4 - 5 hrs School Service • Report to Police/Fire Department 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 10 Days OSS* • Restitution • Report to Police/Fire Department 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 10 Days OSS* • Restitution • Report to Police/Fire Department
Disrespect-Level 1		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention(s) • Behavioral Intervention <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention <p><i>4th Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hr School Service <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • 4 hrs School Service • Behavioral Intervention 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Behavioral Intervention • Counseling <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention
Disruption-Level 1		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention(s) • Behavioral Intervention <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention <p><i>4th Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hr School Service • Counseling • Behavioral Intervention <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • 3 hrs School Service • Behavioral Intervention <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • 4 hrs School Service • Behavioral Intervention 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Counseling • P/T/A/S Conference • Behavioral Intervention <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student
 P/T/A/S = parent/teacher/administrator/student conference
 DCC = discipline conference contract
 P/A/S = parent/administrator/student
 ISS = in school suspension/Saturday school
 OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Extortion-Level 2		
<i>1st Occurrence</i> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • 2 - 3 hrs School Service • Behavioral Intervention <i>2nd Occurrence</i> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	<i>Any Occurrence</i> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention • 5 - 10 hrs School Service 	<i>Any Occurrence</i> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention
False Fire Alarm-Level 2		
<i>Any Occurrence</i> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Restitution • 4 - 5 hrs School Service • Report to Police/Fire Department 	<i>Any Occurrence</i> <ul style="list-style-type: none"> • 10 Days OSS* • Restitution • Report to Police/Fire Department 	<i>Any Occurrence</i> <ul style="list-style-type: none"> • 10 Days OSS* • Restitution • Report to Police/Fire Department
Forgery-Level 1		
<i>1st Occurrence</i> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention • Confiscation <i>2nd Occurrence</i> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention(s) • Behavioral Intervention • Confiscation <i>3rd Occurrence</i> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention • Confiscation <i>4th Occurrence</i> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Confiscation 	<i>1st Occurrence</i> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hr School Service • Counseling • Confiscation • Behavioral Intervention <i>2nd Occurrence</i> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • 3 hrs School Service • Confiscation • Behavioral Intervention <i>3rd Occurrence</i> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • 4 hrs School Service • Confiscation • Behavioral Intervention 	<i>1st Occurrence</i> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention • Confiscation <i>2nd Occurrence</i> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation <i>3rd Occurrence</i> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Confiscation • Behavioral Intervention

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student
 P/T/A/S = parent/teacher/administrator/student conference
 DCC = discipline conference contract
 P/A/S = parent/administrator/student
 ISS = in school suspension/Saturday school
 OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Gambling/Betting-Level 1		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention • Confiscation <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention(s) • Behavioral Intervention • Confiscation <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention • Confiscation <p><i>4th Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Confiscation 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hr School Service • Counseling • Behavioral Intervention • Confiscation <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • 3 hrs School Service • Behavioral Intervention • Confiscation <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Confiscation • Behavioral Intervention • 4 hrs School Service 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention • Confiscation <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Confiscation • Behavioral Intervention
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]		
<p><i>1st Occurrence (1,2 & 3)</i></p> <ul style="list-style-type: none"> • 0 - 3 Days OSS • P/T/A/S Conference • P/S In-service with Police Officer • Behavioral Intervention • Confiscation and/or Restitution <p><i>2nd Occurrence (1,2 & 3)</i> <i>(1st Occurrence 4,5,6,7 & 8)</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • P/S In-service with Police Officer • Behavioral Intervention • Confiscation and/or Restitution <p><i>3rd Occurrence (1,2 & 3)</i> <i>(2nd Occurrence 4, 5,6,7 & 8)</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • P/S In-service with Police Officer • Behavioral Intervention • Confiscation and/or Restitution 	<p><i>1st Occurrence (1,2 & 3)</i></p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • P/S In-service with Police Officer • Behavioral Intervention • Confiscation and/or Restitution <p><i>2nd Occurrence (1,2 & 3)</i> <i>(1st Occurrence 4,5,6,7 & 8)</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/A/S Conference • P/S In-service with Police Officer • Behavioral Intervention • Confiscation and/or Restitution <p><i>3rd Occurrence (1,2 & 3)</i> <i>(2nd Occurrence 4,5,6,7 & 8)</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • P/S In-service with Police Officer • Behavioral Intervention • Confiscation and/or Restitution 	<p><i>1st Occurrence (1,2,3,4,5,6,7, & 8)</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/A/S Conference • P/S In-service with Police Officer • Confiscation and/or Restitution <p><i>2nd Occurrence (1,2,3,4,5,6,7, & 8)</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • P/S In-service with Police Officer • Confiscation and/or Restitution

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

KEY: P/T/S = parent/teacher/student P/A/S = parent/administrator/student
P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Gross Disobedience-Level 2		
1st Occurrence <ul style="list-style-type: none"> • 3 – 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • 2 – 3 hrs School Service 2nd Occurrence <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	Any Occurrence <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention • 5 – 10 hrs School Service 	Any Occurrence <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention
Hazing/Harassment -Level 2		
1st Occurrence <ul style="list-style-type: none"> • 0 - 3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • ½ - 1 hr School Service 2nd Occurrence <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 - 2 hrs School Service 3rd Occurrence <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 2 - 3 hrs School Service 	1st Occurrence <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hr School Service 2nd Occurrence <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/A/S Conference • Counseling • Behavioral Intervention • 2 hrs School Service 	1st Occurrence <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention 2nd Occurrence <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/A/S Conference • Counseling • Behavioral Intervention
Inciting Others to Violence And/Or Disobedience-Level 2		
1st Occurrence <ul style="list-style-type: none"> • 3 – 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • 2 – 3 hrs School Service 2nd Occurrence <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	Any Occurrence <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention • 5 – 10 hrs School Service 	Any Occurrence <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention
Indecency/Obscenity-Level 1		
1st Occurrence <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention 2nd Occurrence <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention (s) • Behavioral Intervention 3rd Occurrence <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention 4th Occurrence <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	1st Occurrence <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hrs School Service • Counseling • Behavioral Intervention 2nd Occurrence <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service 3rd Occurrence <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention • 4 hrs School Service 	1st Occurrence <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention 2nd Occurrence <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention 3rd Occurrence <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student P/A/S = parent/administrator/student
P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Insubordination-Level 1		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention(s) • Behavioral Intervention <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention <p>4th Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hrs School Service • Counseling • Behavioral Intervention <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention • 4 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention
Life Threatening Issues-Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 - 2 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 4 - 5 hrs School Service 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 5 - 10 hrs School Service 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention
Physical Altercation/Fighting-Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 2 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • ½ - 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 2 - 3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 - 2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 2 - 3 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 1 - 2 Days OSS • P/T/A/S Conference • Counseling • Report to Police • Behavioral Intervention • 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/A/S Conference • Counseling • Report to Police • Behavioral Intervention • 2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Report to Police • Behavioral Intervention • 3 hrs School Service 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student P/A/S = parent/administrator/student
P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Plagiarism/Cheating-Level 1		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention • Must complete an alternate assignment <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention (s) • Behavioral Intervention • Must complete an alternate assignment <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention • Must complete an alternate assignment <p><i>4th Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Must complete an alternate assignment 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hrs School Service • Must complete an alternate assignment <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service • Must complete an alternate assignment <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • 4 hrs School Service • Behavioral Intervention • Must complete an alternate assignment 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention • Must complete an alternate assignment <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Must complete an alternate assignment <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Must complete an alternate assignment
Prohibited Material-Level 1 (Possession)		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention • Confiscation <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention (s) • Behavioral Intervention • Confiscation <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention • Confiscation <p><i>4th Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Confiscation 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hrs School Service • Confiscation <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service • Confiscation <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • 4 hrs School Service • Behavioral Intervention • Confiscation 	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention • Confiscation <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Confiscation • Behavioral Intervention

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student P/A/S = parent/administrator/student
 P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
 DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Prohibited Material-Level 2 (Use/Threatening to Use)		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • ½ - 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 2 - 3 Days OSS • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • 1 – 2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • 2 – 3 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 1 - 2 Days ISS/OSS • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/A/S Conference • Counseling • Confiscation • Behavioral Intervention • 2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • 3 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 1 - 2 Days ISS/OSS • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/A/S Conference • Counseling • Confiscation • Behavioral Intervention <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention
Sexual Harassment-Level 2 (Physical)		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 – 4 Days OSS • P/T/A/S Conference • 2 – 3 hrs School Service • Behavioral Intervention • Counseling Referral <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Counseling Referral 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention • 5 – 10 hrs School Service • Counseling Referral 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Report to Police • Behavioral Intervention • Counseling Referral

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student
 P/T/A/S = parent/teacher/administrator/student conference
 DCC = discipline conference contract

P/A/S = parent/administrator/student
 ISS = in school suspension/Saturday school
 OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Sexual Harassment-Level 2 (Verbal)		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • ½ - 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 - 2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 2 - 3 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/A/S Conference • Counseling • Behavioral Intervention • 2 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/A/S Conference • Counseling • Behavioral Intervention
Sexual Harassment - Level 2 (Molestation)		
<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 4 - 5 hrs School Service • Report to Police 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 10 Days OSS* • Counseling • Report to Police 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 10 Days OSS* • Counseling • Report to Police
Theft-Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • ½ - 1 hrs School Service • Restitution, Replacement or Return <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 - 2 hrs School Service • Restitution, Replacement or Return <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 2 - 3 hrs School Service • Restitution, Replacement or Return 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hr School Service • Restitution, Replacement or Return <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/A/S Conference • Counseling • Behavioral Intervention • 2 hrs School Service • Restitution, Replacement or Return 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • Restitution, Replacement or Return <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/A/S Conference • Counseling • Behavioral Intervention • Restitution, Replacement or Return

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student P/A/S = parent/administrator/student
P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Threat/Intimidation-Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 2 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • ½ - 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 2 - 3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 – 2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 2 – 3 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0-3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention • 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/A/S Conference • Counseling • Behavioral Intervention • 2 hrs School Service <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0-3 Days OSS • P/T/A/S Conference • Counseling • Behavioral Intervention <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 4 Days OSS • P/A/S Conference • Counseling • Behavioral Intervention <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention
Tobacco-Level 1 (Possession or Use)		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation • ½ - 1 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention(s) • Behavioral Intervention • Confiscation <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention • Confiscation <p>4th Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Confiscation 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hrs School Service • Counseling • Behavioral Intervention • Confiscation <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service • Confiscation <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention • 4 hrs School Service • Confiscation 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention • Confiscation <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Confiscation • Behavioral Intervention

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

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P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Unauthorized Distribution or Sale-Level 1		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • P/T/A/S Conference • Notify Parent • Behavioral Intervention • Confiscation <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 0 - 2 Days ISS/OSS • Detention (s) • Behavioral Intervention • Confiscation <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 1 - 3 Days OSS • P/T/A/S Conference • Behavioral Intervention • Confiscation <p>4th Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Behavioral Intervention • Confiscation 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS • P/T/A/S Conference • 1 hrs School Service • Counseling • Behavioral Intervention • Confiscation <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • 3 hrs School Service • Confiscation <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Behavioral Intervention • 4 hrs School Service • Confiscation 	<p>1st Occurrence</p> <ul style="list-style-type: none"> • 0 - 3 Days ISS/OSS/Saturday School • Notify Parent • Counseling • Behavioral Intervention • Confiscation <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation <p>3rd Occurrence</p> <ul style="list-style-type: none"> • 5 - 9 Days OSS* • P/T/A/S Conference • Confiscation • Behavioral Intervention
Vandalism-Level 2		
<p>1st Occurrence</p> <ul style="list-style-type: none"> • 3 - 5 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Restitution • 1 - 2 hrs School Service <p>2nd Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Restitution • 4 - 5 hrs School Service 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Restitution • Behavioral Intervention • 5 - 10 hrs School Service 	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Restitution • Counseling • Behavioral Intervention
Violation of Discipline Conference Contract-Level 2 (DCC)		
<p>Any Occurrence</p> <ul style="list-style-type: none"> • 10 Days OSS* <p>Pending review by Coordinator of Student Discipline & Support Services</p>	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 10 Days OSS* <p>Pending review by Coordinator of Student Discipline & Support Services</p>	<p>Any Occurrence</p> <ul style="list-style-type: none"> • 10 Days OSS* <p>Pending review by Coordinator of Student Discipline & Support Services</p>

***5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion**

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 P/T/A/S = parent/teacher/administrator/student conference
 DCC = discipline conference contract
 P/A/S = parent/administrator/student
 ISS = in school suspension/Saturday school
 OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Weapons- Non-Firearm/Possession-Level 2 (e.g. Knife/Box Cutter/Razor Blade/Bat/Pipes/Mace and/or Pepper Spray)		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 3 – 5 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • P/S In-service with Police Officer • 2 – 3 hrs School Service <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • P/S In-service with Police Officer • 3 – 4 hrs School Service 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Report to Police • Behavioral Intervention • P/S In-service with Police Officer • 5 – 10 hrs School Service 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Report to Police • Behavioral Intervention • P/S In-service with Police Officer
Weapons- Non-Firearm/Use-Level 2 (e.g. Knife/Box Cutter/Razor Blade/Bat/Pipes/Mace and/or Pepper Spray Use of Any Object as a Weapon.)		
<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Report to Police • Behavioral Intervention • P/S In-service with Police Officer • 3 – 10 hrs School/Community Service 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Report to Police • Behavioral Intervention • P/S In-service with Police Officer • 5 – 10 hrs School Service 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Report to Police • Behavioral Intervention • P/S In-service with Police Officer • 5 – 10 hrs School Service
Weapons- Firearm-Level 2 (Possession or Use)		
<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 10 Days OSS* • Confiscation • Report to Police 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 10 Days OSS* • Confiscation • Report to Police 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 10 Days OSS* • Confiscation • Report to Police

*5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion

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

KEY: P/T/S = parent/teacher/student P/A/S = parent/administrator/student
 P/T/A/S = parent/teacher/administrator/student conference ISS = in school suspension/Saturday school
 DCC = discipline conference contract OSS = out of school suspension

Elementary School (Pre-K-5)	Middle School (6-8)	High School (9-12)
Weapons-Look Alike Firearm-Level 2 (Possession or Use)		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> • 3 – 5 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • P/S In-service with Police Officer • 2 – 3 hrs School Service <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Confiscation • Behavioral Intervention • P/S In-service with Police Officer • 3 – 4 hrs School Service 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation • Report to Police • P/S In-service with Police Officer • 5 – 10 hrs School Service 	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> • 5 - 10 Days OSS* • P/T/A/S Conference • Counseling • Behavioral Intervention • Confiscation • Report to Police • P/S In-service with Police Officer

***5 - 9 Days OSS is a DCC; 10 Days OSS is consideration for expulsion**

**WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT
PARENT/STUDENT/HANDBOOK ON RIGHTS, RESPONSIBILITIES AND DISCIPLINE**

I have received, read, and will abide by the Parent/Student Handbook on Rights, Responsibilities and Discipline for the 2011-2012 school year.

I further acknowledge that I have read, understood, and agree to comply with the Waukegan Community Unit School District #60 Parents/Guardians/Students/Staff Positive Behavioral Interventions and Support Compact. This Compact is found on page 5 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, WAIVER AND RELEASE FOR THE USE OF STUDENT IMAGES AND AUDIO

I, as parent or 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 any likeness of my child for non-profit use in its brochures, videotape projects, films, slides, yearbooks, program descriptions, interview tapes, Career Center projects, student newspaper, classroom projects, press releases, website postings, or documentary productions. I also consent to the audio recordings of my child when taken in connection with classroom activities, at school sponsored events or on school sponsored transportation. 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 letter withdrawing my consent.

I, as parent of guardian of the Waukegan School Public student named below, or as a student for whom parental rights have transferred understand that from time to time, the District and/or school may photograph its properties, students and facilities to ensure safety, quality, and inventory control. I do hereby waive and hold the District/school, its Board of Education, employees or agents, harmless for any photos, videos, etc. in which my child or I may be seen except in cases when advertisement, due process issues or penalties are involved.

Student name (signature) _____ Date: _____

Parent/guardian (signature) _____ Date: _____

STUDENT TECHNOLOGY USAGE AND ELECTRONIC DEVICES: 2011-2012

As a student using technology during the school day, I agree to abide by the District's policies for technology usage (6043) and electronic devices (6044). I understand that the use of District technology and electronic devices is a privilege and not a right and 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 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. I agree to use the District's technology and electronic devices for educational purposes only and shall not use it to harass, intimidate, humiliate, bully, spread gossip, rumors, have conversations with my peers or others that are not related to an educational assignment. 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. Additionally, I understand that I may not use personal electronic devices such as, but not limited to, cell phones, PDAs, pagers, or camera phones during the school day and that all such devices must be stored in my purse, book bag or locker at all times during the school day, unless used in an emergency situation or with administrator approval. I agree to comply with these rules. 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.

Student name (print) _____

Student name (signature) _____ Date: _____

As the parent or legal guardian of the above child under the age of 18, I authorize my child to use District technology and electronic devices at school. 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. 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 www.wps60.org under School Board.

Parent/guardian (signature) _____ Date: _____

RELEASE OF DIRECTORY INFORMATION

As the parent or 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, and/or 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. 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 newspaper.

Student name and address information to be provided to the City of Waukegan Police Department, Juvenile Division on October 1, 2011, in an effort to assist in maintaining a safe educational and community environment for students, staff and community members.

I understand that if neither 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, 2011, 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(s) Name(s) (print): _____

Parent/guardian/student 18 or over (signature) _____ Date: _____

PARENT/GUARDIAN 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. 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 your child's behavior difficulties, which, in turn would allow the team to make recommendations regarding appropriate interventions. A functional behavior assessment would be conducted by the school intervention team and may 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;
3. A review of your child's school records, such as report cards; and
4. An interview with your child to see if s/he 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.

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.

Parent/guardian/student for whom parental rights have transferred

Date