

WAUKEGAN  
COMMUNITY UNIT SCHOOL DISTRICT #60  
LAKE COUNTY, ILLINOIS

*2009-2010*  
*Parent/Student Handbook on*  
*Rights, Responsibilities*  
*and*  
*Discipline*

*DONALDO R. BATISTE, Ph.D.*  
*SUPERINTENDENT*

*Revised July, 2009*

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## WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT #60

1201 North Sheridan Road

Waukegan, Illinois 60085

(847) 336-3100

[www.wps60.org](http://www.wps60.org)

### **DISTRICT #60 MISSION STATEMENT**

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

### **BOARD OF EDUCATION**

Mr. William Anderson-Vice President

Mr. Mark Hawa

Mr. Domingo Garza

Mrs. Rita Mayfield-Jedkins

Ms. Anita Hanna

Mrs. June Maguire

Mr. Michael Rodriguez- President

*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 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

Fredrick C. Howard, MA - 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 2009-2010 *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**

Ms. Sarah Bankhead

Ms. Laurie Lee

Ms. Bonnie Bozik

Ms. Leslie Garcia

Mr. Tim Bryner

Mr. William Newby

Mr. Grant Flink

Ms. Laurie Wallach-Rhodes

Mr. Lee Gaiser

Mr. Mark Neiberg, Chairperson

### **LEGAL ADVISORS**

Thomas A. Morris, Jr., Esq.

Kathryn Vander Broek, Esq.

Hinshaw & Culbertson LLP

## SUPERINTENDENT'S MESSAGE

July, 2009

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

Sincerely,

**Donaldo R. Batiste, Ph.D.**

Superintendent

**WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT #60 PARENTS/GUARDIANS/STUDENTS/STAFF  
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS) 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.

**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 dress appropriately for a learning environment.
6. Abide by the rules and regulations set forth by the Board of Education, administration, each 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 curriculum 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 procedures.
10. Involve the entire community in improving the quality of life within the school and community.

## STUDENT RECORDS – 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.

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. 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 18 years of age or older have the right to challenge the accuracy, relevance or propriety of a school student record. Additional information concerning these procedures for students in grades 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 or concerns regarding preschool student records can be addressed to this office at 1201 N. Sheridan Road, Waukegan, IL 60085.

### 1. **Definition – Student Records consist of permanent and temporary records**

A. Student Permanent Record consists of identifying information and includes:

- (1) student's and parents/guardians names, addresses, birth date and place, and gender; academic transcript – including grades, class rank, graduation date, grade level achieved and score on college entrance examinations; attendance record; accident reports and health records; record of release of permanent record information; 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; and

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

- (1) Family background information; intelligence test scores – group and individual; aptitude test; 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; participation in extracurricular activities including any offices held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; 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 and/or record of release of temporary record information.

C. Excluded Information: Information provided to or maintained by law enforcement personnel working in the school, confidential letters of recommendations for employment or post high school educational opportunities, and other information protected by law.

2. **Right to Inspect and Copy:** Student records may be inspected or copied within a reasonable time 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 student qualified personnel to interpret or explain the contents of the file. Parents may call to request a copy of referrals.

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, official of the school/School District, 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. the person provides an affidavit agreeing 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.

Any release of information other than specified above requires the prior, specific, dated, written, consent of the parent/guardian or student 18 years of age or older, 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 inform the parent 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 and thereafter destroyed.
- b) Temporary records will be destroyed five full school years after transfer, graduation, or 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, 2009 within two weeks of the date on which the student has enrolled in the District, if enrollment occurred after September 14, 2009.

**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.

## **DUE PROCESS RIGHTS OF STUDENTS**

Individual rights granted by the CONSTITUTION of the United States are granted to all people regardless of age, sex, race, disability, or creed, or other protected category. Students have rights as individuals; 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. Have counsel if they appeal; 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.

## **CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES**

**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, sex 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 sex or any other protected status.

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, Mr. Jason Feldman, at 1201 N. Sheridan Rd., Waukegan, IL 60085 and Ms. Carol Divis, at 1201 N. Sheridan Rd., Waukegan, IL 60085. Staff persons receiving such reports provide them to a supervisor, department chairperson or the building principal 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. An appeal of a decision made by the complaint investigator may be made to the Board of Education, whose decision shall be the final administrative decision, unless a parent is provided with prior notice of an alternative appeal procedure relevant to a particular type of claim, e.g., Section 504, IDEA, or Title IX.

**COMPLIANCE WITH TITLE IX** – By resolution of the Board of Education and in accordance with the guidelines of Title IX of the Education Amendments Act of 1972, the Waukegan Community Unit School District No. 60 has, and will maintain, a policy of non-discrimination regardless of person's race, religion, handicap or sex.

**SECTION 504 ANNOUNCEMENTS** - No otherwise qualified individual with a disability shall be discriminated against by the District in providing admission, access to or treatment, or employment in District programs and activities. Waukegan Community Unit School District No. 60 fully complies with the requirements of Section 504 of the Rehabilitation Act of 1973. Student eligibility, disability discrimination complaint investigations and problem resolution including request for Section 504 services under this law are the responsibility of the Office of the Chief Academic Officer and is governed by District policy 5145.6. 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, Mr. 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.

## **SEX EQUITY & RELATED GRIEVANCE PROCEDURES**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. The Board of Education of the Waukegan Public Schools, in order to implement and comply with regulations of Educational Amendment Act of 1972, (Title IX), hereby establishes a grievance procedure for students of Waukegan Community Unit School District No. 60.

1. Anyone wishing to present an allegation of sex discrimination shall contact the District Coordinator for Nondiscrimination, Ms. Carol Divis, at 847-599 4299 or 1201 N. Sheridan Rd., Waukegan, IL 60685.
2. Within seven (7) calendar days of inquiry, the Coordinator shall send a copy of the District's sex equity policy 5145.4 and grievance procedure to the inquiring individual(s).
3. Upon receipt of a written grievance, the Coordinator 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 Coordinator may seek advice from related state agencies or legal counsel.
4. Within sixty (60) calendar days of receiving the grievance, the Coordinator 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.
5. If either the complainant or the party charged is not satisfied with the decision rendered by the Coordinator, 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 Coordinator'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.
6. If either the grievant or the party charged is dissatisfied with the School Board's decision an appeal may be made first to the Superintendent of the Regional Office of Education and, finally, to the State Superintendent of Schools. An appeal outside the district should be made in a timely fashion.

## **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.** Consent 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), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent.

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.

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 **2009-2010** 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
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.

## STUDENT SERVICES

### 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 (105ILCS5/26-1) 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 is absent from school. The objective of the rule is to insure that parents know that their child is out of school.

### 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 school's main office. At the high school, the student must stop at the school's main office or the WHS Attendance Office to pick up a pass for that time period. In addition, the parents must call the school's main office or the WHS Attendance 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 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 school's main office or the WHS Attendance Office. Students who are absent due to family trips, weddings, graduations, or celebrations should call the school's main office or the WHS Attendance Office to report students' absences. Students who are absent due to funerals, immunizations, college visits, hospitalization or doctors' appointments must bring in evidence of incident.

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; and that the school requires at least one, but not more than two, telephone numbers be submitted for purposes of this section. The School District shall require that such telephone numbers be given at the time of the child's enrollment in school, new or revised numbers should be changed through notification to the school.

### 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.

### EXCUSED AND UNEXCUSED ABSENCES

Each school records excused and unexcused absences.

The following absences are considered excused:

- 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;
- Mandatory court dates;
- Observance of religious holidays;
- Unavoidable medical-related appointments;
- College visits;
- Field trips

### *PHYSICAL EDUCATION – EXCUSED ABSENCES*

Excusal 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 and Un-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 a 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 normal children.

### MAKE-UP WORK

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

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 at the WHS Attendance Office by 10:00 am the following day;
- Oversleeping;
- Going "out of town";
- No ride to school;
- 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;
- Missing the bus;
- Needed at home; and
- Car trouble.

#### **ADMINISTRATIVE ABSENCES**

Any classroom absences or tardy caused by school procedure (i.e. suspension, immunizations, counseling, dean's office, etc.) will not be counted as absences.

#### **ATTENDANCE RECORDS**

Waukegan School District No. 60 maintains permanent attendance records for each student for a period of sixty (60) years.

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 26-1) 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 WHS Attendance 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.

#### **STUDENT TRUANCY**

A student who is absent without valid cause for an entire school day or a portion thereof, as defined in Section 26-2a of the Illinois School Code, is considered to be truant. 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 have been hired to assist with the student truancy problems. He/she will assist with phone calls, home visits, and parent conferences and will recommend court action where needed. The final decision for authorizing an excused absence rests with the administration.

All Waukegan Community Unit School District No. 60 schools, including the high school, operate as closed campuses, with the exception of seniors who may earn the right to go out for lunch thru the honor card program. 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 truant if they are found loitering in the school building or on school property during school hours when assigned to a class. Any student who must be out of a particular classroom during school hours for any reason should have in his 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 truant. This includes students leaving the school without written authorization during lunch and study hall periods. 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 WHS Attendance Office received a call excusing the absence, the teachers would have been notified. Students returning to school following an absence for which the Attendance 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 WHS Attendance Office prior to returning to classes in order to clear the student's attendance record.

## **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.

## **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 the student who 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. All elementary and middle school students will be released to the parent or guardian. 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 WHS Attendance Office to make arrangements prior to being absent. Parents/guardians of a student who will be absent for extended periods (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 WHS Attendance 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 WHS Attendance 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 prior to returning to school, receiving tutorial services, or receiving full credit for assignments completed. A parent/guardian should contact the nurse whenever serious or reoccurring medical problems exist.

## **ABSENCES DURING SEMESTER EXAMS**

Parents/guardians of students absent during final exams should contact WHS Attendance Office prior to 11:00 am 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 Guidance 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 WHS Attendance 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 the same privileges as an excused absence. Tardiness due to running late, over sleeping, missing the school bus, or wasting time will be considered unexcused. Tardiness due to special circumstances will be determined as excused or unexcused at the discretion of the administration. Habitual tardiness will have a detrimental effect on student progress and may result in loss of credit. Students must report to the school's main office or WHS Attendance Office so that they are aware of the time of arrival.

## **TARDINESS TO CLASS**

Students have been given an appropriate amount of time (6 minutes) to travel 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.

## **TARDY POLICY**

Students will be considered tardy if they are not in their classroom or assigned area at the conclusion of the bell. Students who are habitually tardy will be subject to disciplinary action by the classroom teacher.

## **CHILD ABUSE**

The School District recognizes its responsibility to report to the appropriate authorities any situations that are hazardous to the children who are enrolled in school under the age of eighteen (18), and to help with the prevention of child abuse and neglect by disseminating information and conducting in-service programs. School personnel must report cases of suspected child abuse or neglect.

## AUXILIARY 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.

### **OCCUPATIONAL AND PHYSICAL THERAPY AS EDUCATIONAL THERAPY**

Occupational Therapy and Physical Therapy are related services who provide a continuum of services to assist students in accessing their educational curriculum. Occupational Therapy and Physical Therapy addresses deficits that negatively impact a student's academic performance. It is important to identify a student's need for therapy services in the school setting as opposed to the need for therapy in other settings. Therapy services contribute to the development, improvement, or maintenance of a disabled student's functional level to insure adequate educational instruction.

### **SCHOOL HEALTH SERVICES**

School Nurses provide health services to the entire student body, and student's with special needs, so 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.

### **SPEECH-LANGUAGE PATHOLOGIST**

The speech-language pathologist works with students who have difficulty with speech or language for therapy. The speech-language pathologist may also consult and collaborate with colleagues, teachers, parents and other support services to provide interventions and improve educational outcomes. The following areas receive attention: articulation, voice, fluency, and expressive and receptive language. Parents or students may contact the speech-language pathologist for appropriate testing to determine if therapy is advisable. Therapy may be conducted individually or in small groups.

### **SOCIAL WORKERS**

Social workers provide services to all students to promote student mental health and social-emotional competence, which are known to be crucial for student learning. Services include crisis intervention, case management, teacher consultation, and direct services based on the needs of students.

### **SCHOOL PSYCHOLOGIST**

School psychologists help students succeed academically, socially, and emotionally. They collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments for all students, strengthening connections between home and school. By collaborating with pupil services colleagues, teachers, parents, and community members, school psychologists improve educational outcomes for all students. Psychologists seek out or try to identify students in need of early intervention for academic and/or behavioral issues. Waukegan Schools advocates the delivery of pupil services as a collaborative team and provides statewide training consistent with that idea. School psychology, like other areas of education, is an evolving profession.

### **INDIVIDUAL PROBLEM SOLVING TEAM**

The purpose of the team is to work with students who have been referred because of problems they may be experiencing. The team is composed of an assistant principal, deans, counselors, social worker, psychologist, nurse, substance abuse coordinator, and the special education coordinator. The team meets biweekly during the school year.

### **SUBSTANCE ABUSE COUNSELOR**

The Lake County Health Department provides a substance abuse counselor for Waukegan High School. Students or parents may contact the counselor.

### **CHILD ABUSE MANDATED REPORTERS**

All certificated staff are mandated reporters and are required to report all suspected cases of child abuse. If there is evidence of child abuse, by law it must be reported to the Department of Children and Family Services (DCFS).

### **REGULATIONS FOR PRESCRIBED MEDICATION**

- All medicine administered at school must be prescribed by an appropriately State-licensed health care provider: this includes over-the-counter, non-prescription medicine (including cough drops, throat lozenges, etc.)
- Medicine prescribed for administration once, twice or three times a day will **not** be given at school unless prescription reads a specific time of administration which occurs during school hours.
- **Prescription medicine** container must bear a current prescription label. It is suggested that you ask your pharmacist to provide two labeled containers at the time prescription is filled.
- **Prescription over-the-counter medicine** must be in original container labeled with child's name.
- Parent or other responsible adult should bring medicine to school. Children may not carry medicine to or from school. The only exceptions are:
  1. Inhalers for students with severe Asthma
  2. Epi-Pens for students with severe Allergies
- Parent must return the completed Authorization /Self Administration of Medication signed by your State licensed health care provider and parent, before medicine may be administered. 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.
- On half-days of school, medication will not be given unless specifically ordered by an appropriately State-licensed health care provider.
- 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. 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 your 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](http://www.wps60.org) to find information regarding district 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), WXLG (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](http://www.wps60.org) for a listing of school closings.

**FREE OR REDUCED COST BREAKFAST/LUNCH PROGRAM-** A federally sponsored free or reduced cost lunch program is available for those who qualify. Information regarding this program is distributed by mail to your 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 school. 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.

**RIGHTS REGARDING INFORMATION ON TEACHER QUALIFICATIONS**

At the beginning of every school year the district must notify parents if their child (in a Title 1) program has been assigned to a class with a teacher who is not highly qualified (NCLB 1111 (h)(6)(B)(ii)). This notification will come in the form of a letter of notification which will be received by the parent within the first four weeks of school. Furthermore , parents will also be notified if it becomes apparent anytime throughout the school year that their child is being educated for four consecutive weeks by a teacher who is not highly qualified.

**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. As academics are the primary focus of education, students may be denied admission to any school event, including prom, based on a review of the student’s attendance, grades and/or discipline exhibited.

**SCHOOL FEES FOR FY09**

June 15, 2009 – August 2010 Registration

<b>Kindergarten</b>	<b>1 – 5</b>	<b>6 – 8</b>	<b>9 – 12</b>
\$98.00	\$128.00	\$143.00	\$158.00

After school begins

	<b>Kindergarten</b>	<b>1 – 5</b>	<b>6 – 8</b>	<b>9 – 12</b>
1 <sup>st</sup> Semester	\$120.00	\$150.00	\$165.00	\$180.00
3 <sup>rd</sup> 9 weeks	\$113.00	\$135.00	\$150.00	\$165.00
4 <sup>th</sup> 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**

1. Fee waivers are based on eligibility for School Breakfast/Lunch Program. Parents/Guardians of students who are eligible for free breakfast/lunch may apply for a fee waiver.
2. Fee waivers will be good for the same time period as the free breakfast/lunch status. 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 of registration, the changed status will be considered at the next registration period.

## 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, they 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 State Statute 325 ILCS 55/5(b).

- ✓ **Proof of Residence** (two of the following is 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.
- ✓ **Proof of Legal Guardianship** –For student(s) living with someone other than parent who has legal custody/guardianship (i.e. divorce) legal documentation is required (105 ILCS 5/10-20.12b).
- ✓ **Record of Physical** (Required by Illinois School Code 105 ILCS 5/27-8.1).
- ✓ **Record of Immunization** (Required by Illinois School Code 105 ILCS 5/27-8.1).
- ✓ **Student Transfer Form** (Required if student is coming from another school within the state of Illinois 105 ILCS 5/2 – 3.13A).

### OPTIONAL

- ✓ **Verification of Eligibility for Free Lunch** (Direct Certification Letter) provided by the State of Illinois.  
**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 I.E.P (if child received currently receives Special Education Services).
  - **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 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. Schools should refer the case to local law enforcement first - not the Illinois State Police. 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 Waukegan 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 at the time of registration. All documentation regarding legal guardianship or caretaker custody **MUST** be kept in the Student's Cumulative Folder.

A student may register with the following District guidelines:

1. A *Power of Attorney* indicating a transfer of guardianship or custody is acceptable. A copy of the *Power of Attorney* is to be made and placed in the student's cum folder.
2. If no *Power of Attorney* is available, parent must complete the following documents and submit to Student Support Services:
  - a. Notarized Affidavits for Caretaker and Parent. This temporary documentation **MUST** be replaced within 30 days by Court documentation.
  - b. Parent **MUST** contact Lake County Courthouse Probate Office at **(847) 377-3249** to arrange pick up of additional forms that are required as well as to set hearing for guardianship request
  - c. ISBE / Attestational Enrollment and Residency may be completed and signed by the caretaker and school principal.
3. All Legal Guardianship documentation **MUST** be kept in 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.

#### **Schedule of Required Documents:**

- **Preschool**: Physical examination; including tuberculosis screening, diabetes screening, and lead screening; and current immunizations.
- **Kindergarten**: 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.

### ***SOCIAL EMOTIONAL LEARNING AND MENTAL HEALTH CURRICULUM - NOTICE OF BULLYING AND SUICIDE PREVENTION PROGRAMS***

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 screenings. If you have questions or concerns about your student participating in these programs please contact the school social workers, guidance counselors, psychologists, or administration.

**2009 – 2010 SCHOOL CALENDAR  
WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT NO. 60**

**Pre-school conference:** August 17 – 21 (New Teachers), August 24 – 25 (All Teachers)

**Classes Begin:** Wednesday, August 26, 2009 (Half Day) **Classes End:** Thursday, June 3, 2010

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

**Legal Holidays:** Labor Day-September 07, 2009      Christmas Day-December 25, 2009  
Columbus Day-October 12, 2009      New Year's Day-January 1, 2010  
Veterans Day-November 11, 2009      M. L. King's Birthday-January 18, 2010  
Alternative Holiday-November 25, 2009      President's Day-February 15, 2010  
Thanksgiving-November 26, 2009      Memorial Day-May 31, 2010

AUGUST 2009					
MON	TUE	WED	THU	FRI	TOTAL
3	4	5	6	7	
10	11	12	13	14	
N.T.	N.T.	N.T.	N.T.	N.T.	
17	18	19	20	21	
24	25	1/2DAY	27	28	3
K					
31					1
TOTAL					4

SEPTEMBER 2009					
MON	TUE	WED	THU	FRI	TOTAL
	1	2	3	4	4
X	EPIC			XSIP	4
7	8	9	10	11	
14	15	16	17	18	5
21	22	23	24	25	5
28	29	30			2
TOTAL					20

OCTOBER 2009					
MON	TUE	WED	THU	FRI	TOTAL
			1	2	2
				XSIP	
5	6	7	8	9	5
X					
12	13	14	15	16	4
19	20	21	22	23	5
26	27	28	29	30	5
TOTAL					21

NOVEMBER 2009					
MON	TUE	WED	THU	FRI	TOTAL
				PT	
2	3	4	5	6	4
		X			
9	10	11	12	13	4
16	17	18	19	20	5
			X		
23	24	25	26	27	2
30					1
TOTAL					16

DECEMBER 2009					
MON	TUE	WED	THU	FRI	TOTAL
				XSIP	
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
				X	
21	22	23	24	25	
28	29	30	31		
TOTAL					14

JANUARY 2010					
MON	TUE	WED	THU	FRI	TOTAL
				X	
				1	
4	5	6	7	8	5
				RD/O	
11	12	13	14	15	4
X					
18	19	20	21	22	4
25	26	27	28	29	5
TOTAL					18

FEBRUARY 2010					
MON	TUE	WED	THU	FRI	TOTAL
1	2	3	4	5	5
8	9	10	11	12	4
X					
15	16	17	18	19	4
22	23	24	25	26	5
TOTAL					18

MARCH 2010					
MON	TUE	WED	THU	FRI	TOTAL
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26	5
29	30	31			
TOTAL					20

APRIL 2010					
MON	TUE	WED	THU	FRI	TOTAL
			1	2	
5	6	7	8	9	5
12	13	14	15	16	5
				XSIP	
19	20	21	22	23	5
26	27	28	29	30	5
TOTAL					20

MAY 2010					
MON	TUE	WED	THU	FRI	TOTAL
3	4	5	6	7	5
				XSIP	
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
X					
31					
TOTAL					20

JUNE 2010					
MON	TUE	WED	THU	FRI	TOTAL
			L.D.	*	
	1	2	3	4	3
*	*	*	*		
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
TOTAL					3

**SYMBOLS**

- XSIP -1/2 Day School Improvement In-service
- PT -Parent/Teacher Conference
- K -First Day Kindergarten
- 1/2 Day -First Day Student Attendance
- EPIC -First Day EPIC
- X -Legal (paid) Holiday
- -Not in Attendance
- -Institute Day
- RD/O -Records Day/Other

**SCHOOL YEAR: JULY 1, 2009 – JUNE 30, 2010**

**AUGUST**

Days for Students	4
Approved Workshop for New Teachers	5
Institute Days	2
<b>Total</b>	<b>11</b>

**MAY**

Days for Students	20
Legal Holidays (Memorial Day)	1
<b>Total</b>	<b>21</b>

**SEPTEMBER**

Days for Students	20
Legal Holidays (Labor Day)	1
Institute Days	1
<b>Total</b>	<b>22</b>

**JUNE**

Days for Students	3
Emergency Days	5
<b>Total</b>	<b>8</b>

**OCTOBER**

Days for Students	21
Legal Holidays (Columbus Day)	1
<b>Total</b>	<b>22</b>

**SUMMARY**

Total Days for Students	174
Parent/Teacher Conference	1
Total Institute Days	4
Record's Day/Other	1
Total Legal Holidays	10
<b>Total</b>	<b>190</b>

**NOVEMBER**

Days for Students	16
Legal Holidays (Veterans Day)	1
Alternative Holiday	1
Legal Holidays (Thanksgiving)	1
Parent/Teacher Conferences	1
<b>Total</b>	<b>20</b>

Additional Days for New Teachers 5

**DECEMBER**

Days for Students	14
Legal Holidays (Christmas Day)	1
<b>Total</b>	<b>15</b>

**INSTITUTE DAYS:** (All day for all teachers)  
 August 17th-21st (New Teacher Orientation)  
 August 24th-25th (All Teacher Orientation)  
 September 29th (Institute Day)  
 November 06th (K-12 Parent/Teacher Conference)  
 January 15th (Record's Day/Other)  
 February 09th (Institute Day)

**JANUARY**

Days for Students	17
Legal Holidays (New Year's Day)	1
Legal Holidays (M. L. King's B'day)	1
Record's Day/Other	1
<b>Total</b>	<b>20</b>

**\*EMERGENCY DAYS**

June 04th and 07th-10th  
 The use of emergency days will increase the number student and teacher days in June.

**FEBRUARY**

Days for Students	18
Legal Holidays (President's Day)	1
Institute Day	1
<b>Total</b>	<b>20</b>

**MARCH**

Days for Students	20
<b>Total</b>	<b>20</b>

**APRIL**

Days for Students	20
<b>Total</b>	<b>20</b>

**Breaks:**

**Thanksgiving:**

Thursday, November 26, 2009 and Friday, November 27, 2009

**Winter:**

Monday, December 21, 2009, thru Friday, January 01, 2010

**Spring:**

Monday, March 29, 2010, thru Friday, April 02, 2010

## **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 as well as 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. The policy applies to all programs sanctioned by Waukegan Public Schools, pre-kindergarten through high school. For your convenience, we are providing this brief summary. If you have specific questions or desire further information, we encourage you to obtain from our Student Support Office a complete copy of the District's policy or any topic covered by this synopsis.

At all times, student discipline shall be based upon the behavior and attitude of the student. 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 has established a comprehensive listing of behaviors, which are inappropriate to the learning environment. Infractions include misbehavior, absenteeism and excessive 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 Policy 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 to student conduct on school grounds or to and from school, in school buildings, on school transportation and at all school related events, on or off campus. The Discipline Code is revised annually. The effective dates for the annual Discipline Code are the first day of school through the day preceeding the first day of school for 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, other than to travel to and from academic classes; 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, parents/guardians may be liable for actual damages up to \$20,000 for the willful or malicious acts of minors, who reside with them and who cause personal injury or property damage. Acts of vandalism which cause damage to school grounds or property provide a basis for the School District 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 (i.e. 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, i.e. 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.

### **SUSPENSIONS AND EXPULSIONS**

All students, including special education 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) school years under the Illinois *School Code*. (105 ILCS 5/10-22.6).

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, receiving transportation, other than to travel to and from academic classes; or attending off campus school sponsored activities unrelated to a classroom assignment. 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.

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 that has taken place. For special education and 504 students, additional procedural protections will be outlined in later sections.

Students expelled for drug, weapons offenses or battery on 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 reason. 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.

### **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.

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

Expelled students may attend summer school at the discretion of the School Board. Promotion to the next grade level depends upon application of Board Policy 5123 (designated progress between pre and post testing as stated.)

Expelled students whose expulsions have been stayed and who have attended ROE, other alternative program designated by the School Board, an accredited private school or home school program, and have been successful will be promoted to the next grade level without having to attend summer school.

Expelled students whose expulsions have been stayed and who have been assigned to ROE, or other alternative placement, and have not attended, or who have not been successful in the ROE program, or other alternative program must attend and successfully pass either ROE, other designated alternative program or District 60 Summer School in order to be promoted. District 60 Board Policy 5123 for Summer School success will be applied.

### **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 in school buildings, at school activities or events, on school property, on the way to or from school also are expellable offenses.

## **SEXUAL HARASSMENT**

In addition to policies governing school system operations generally, a specific policy has been enacted concerning the civil and legal rights of students pertinent to the topic. Plainly, there is no place for sexually harassing behavior in our schools. Thus, Policy 5145.5 defines and prohibits the types of unwelcome behavior which can occur among students and staff and which constitute sexual harassment. Parents/guardians may review a copy of the District's Sexual Harassment policy upon request from the school principal or designee.

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, 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.

## **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 rule of acceptable use of electronic devices, accordingly, will guide District administration in determining if a student has committed this infraction of the Discipline Code.

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. Contingent upon properly displaying a 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. All other emergencies should be reported to school personnel, who will assist students and make office phones available, if necessary. However, and contingent upon properly displaying a high school identification badge, Waukegan High School students are allowed to use these devices during non-instructional times.

Students in Pre-K through eighth grade are prohibited from using cellular telephones 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 or their equivalent 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. Contingent upon properly displaying a high school identification badge, Waukegan High School students are allowed to carry these devices on their persons, however, during instructional times they must be turned off and incapable of receiving a signal.

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 this policy.

#### **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 that have not been prescribed by a physician for the student's use, 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.

#### **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 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 Manager of Behavior Intervention Services or the Department of Pupil Personnel Services.

### **LIMITATIONS ON SUSPENSION OF STUDENTS WITH A DISABILITY**

A student eligible for special education services, under IDEIA, may be suspended from school attendance for an aggregate of 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 whole school year. 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 (11<sup>th</sup>) 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. 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 Division for Specialized Services and Programs must be given written notice of each out-of-school suspension. Further information regarding the discipline of students with disabilities is available from the Division of Specialized Services and Programs or from the Director of Pupil Personnel Services.

### **MANIFESTATION DETERMINATION REVIEW**

Manifestation Determination Review (MDR) should be requested by the building administrator only if a pattern of behavior is established or a request for change of placement is considered for a special education student, or a student who is qualified as handicapped under Section 504. The MDR, which includes qualified persons and the parent/guardian, has the purpose of determining if the student's discipline infraction, which caused the suspension or recommendation for change of placement, was a manifestation of the student's disability.

When conducting a MDR, two questions must be answered:

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

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 by the Board will not occur. However, if the answer to both questions is "No," the

Board may decide to take further disciplinary action, 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 assessment of behavior and a behavior intervention plan designed to address the misconduct so that it is less likely to reoccur.

The District is not obligated, however, 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 if they commit one of the following three discipline infractions at school, on school premises or at a school function:

1. Carries 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.

The following procedures apply to 45-day IAES placements:

1. Coordinator of sending school will prepare and give written notice of the proposed placement on the day the decision is made to change the placement.
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 Director of Specialized Services and Programs. If the student's parent/guardian requests a due process hearing to challenge the IAES placement, or the MDR, 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).

### **IN SCHOOL STUDIES**

If a special education student is given an in-school study period/day and his or her IEP goals are monitored by a teacher certified in special education during the ISS, the days do not count toward the calculation of the total number of days suspended for purposes of triggering an MDR.

### **RECOMMENDED SERVICES FOR A SPECIAL EDUCATION STUDENT OR 504 STUDENTS**

The nature of services to be provided to a student with a disability under IDEIA or Section 504 must be determined by an appropriate team of individuals charged with this responsibility under the law. Recommendations made by individual staff or team members will be considered by the team as a whole in an appropriately convened meeting. 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 development of, or changes to a student’s behavior intervention plan, IEP or 504 plan pursuant to a disciplinary incident.

### **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 access or benefit from the District’s educational services or programs.

**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 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.

**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, which occurs on school property, at any school sponsored event, on school-related transportation, at school bus stops or during the transit of the victim between home and school. 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, which occurs on school property, at any school sponsored event, on school-related transportation, or school bus stop, or during the transit of the student between home and school. 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.

**BEHAVIOR INTERVENTION PLAN (BIP)** – A plan written to address behavioral problems that have an adverse effect on the student’s progress toward his/her educational goals and objectives.

**BIAS-RELATED INCIDENTS – LEVEL 1** – 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 an online diary or journal. When used inappropriately, blogging is subject to consequences based on the infraction i.e. 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.

**BULLYING – LEVEL 2** – Any gesture or written, verbal, graphic, or physical act (including electronically produced or transmitted acts – i.e., computer, internet, cell phone, personal digital assistant (pda), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived personal characteristic including but not limited to: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Specific acts of bullying also may include, but are not limited to, name calling; teasing; unwelcome or unwanted physical contact; (e.g., hitting, pushing, pinching, or kicking); threats; taking of personal possessions; sending abusive threatening or intimidating text messages, instant messages, internet e-mails, or phone messages; forcing others to hand over money, forcing others to do things against one's will; attacking others in any way. Such behavior is considered harassment or bullying whether it takes place on or off school property, including but not limited to:

- school buildings or school premises before, during or after school hours;
- any bus or other vehicle used in connection with any school activity;
- school bus stops while awaiting or being dropped off from school transportation;
- school sponsored or approved functions, extracurricular activities or other activities or events; and,
- any place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools, irrespective of when the behavior occurs.

Depending on the conduct, the following intervention(s) may result: (1) counselor referral, (2) social worker referral, (3) parent conference and/or suspension of up to 9 days. 105 ILCS 5/10-20.14.

**BUSINESS DAY (SCHOOL)** – Monday through Friday, excluding Federal and State holidays.

**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 current educational needs based on the continuum of services and the least restrictive of environment. A change may also occur when a student receives a series of suspensions that form a pattern based on the length of each suspension, the total amount of time the student is suspended, and the proximity of suspensions to each other.

**CONTROLLED SUBSTANCE – LEVEL 2** – Unless medically prescribed, the use/possession/manufacturing of controlled substances (drugs) or alcohol or any other substance,

whose intended purpose is to intoxicate or the possession/transfer/of look-alike drugs or alcohol is detrimental to the health and well-being of students, disrupts the proper conduct of school curricular and co-curricular activities, interferes with the education of the user and is absolutely prohibited. This use includes transfer to other students, being under the influence, consumption of, or possession, whether in a student's locker, clothing, car, knapsack, or otherwise. Policies and procedures pertaining to the use of controlled substances and alcohol extends beyond the regular school day to all school-sponsored or approved events and activities, whether held before or after school, in the evenings or on weekends.

Possessing, using, being under the influence, or attempting to transfer to others any alcohol, drug-related substances, look-a-like, unauthorized prescription medications, and/or unauthorized over-the-counter medicines, or any 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.

**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, in school buildings, on school grounds, in or on school-sponsored transportation; or at school sanctioned activities not on school grounds. 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 before 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..

**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, school board members, student body or visitors.

**DISRUPTION – LEVEL 1** – Any act, including the inappropriate use of electronic media, that interferes with the educational process, setting, or any school sponsored activity.

**DRUG OFFENSES** – The use, possession, sale, manufacture, or solicitation of drugs as identified in 21 U.S.C. §812 (c); this does not include use, possession, sale, or solicitation of alcohol or tobacco.

**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 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.

**ELECTRONIC MEDIA**- The inappropriate use of electronic media i.e. my space, home or personal computers, electronic messaging, blogging, etc. is subject to consequences based on the infraction i.e. indecency/obscenity, threatening and intimidation, disruption, bullying etc. when such devices are used in a manner that disrupts or negatively impacts the school setting or are otherwise accessed remotely from school.

**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 less than two (2) 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 – LEVEL 1** – The act of falsely reporting incidents, making false accusations, or giving false testimony that adversely affects the welfare of others.

**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 ASSESSMENT OF BEHAVIOR (FAB)** – 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 5144.4.

**GROSS DISOBEDIENCE – LEVEL 2** – Any conduct, behavior, or activity, as defined by the Board of Education in its policies, as leading to, or causing substantial injury, disruption or interference with school activities, or abridging the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, on school transportation in transit to or from school, or at a school function.

**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.

**HAZING** - Subjecting another student to practices or activities which are abusive, degrading, humiliating, or demeaning and which may or is reasonably likely to cause mental, emotional, physical or psychological harm or discomfort, whether or not the student being hazed consents or participates.

**INAPPROPRIATE DRESS CODE VIOLATION – LEVEL 1** – This refers to any violation of the District 60 Dress Code Policy (5113.3) as it relates to student dress regulations and expectations at Waukegan High School and at all Elementary and Middle School buildings during free dress days, and are guidelines for dress in other school settings.

**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 5144.4, or commit criminal or other acts in violation of Board policy.

**INDECENCY/OBSCENITY– LEVEL 1** – Obscene words, materials, gestures, utterances, inappropriate conduct, appearance, inappropriate use of electronic media or behavior which exhibits or concerns vulgar, indecent, lewd conduct or sexually suggestive acts, or concerns nudity or excretory functions.

**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 IDEIA, 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 IDEIA with goals and objectives to be attained during a specific period of time.

**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.

**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, (i.e. 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, etc.)

**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 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 the inappropriate use of electronic media) 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.

**PATTERN OF BEHAVIOR-** A series of suspensions that accumulate to more than ten days per school year may constitute a change in placement without an IEP. If they represent a pattern because of such factors as the length of each removal, the total amount of time the student is removed, and proximity of the removals to one another, the series of suspensions may be in violation of 34 C.F.R. Sec. 300.519(b). If this is the case, the principal should contact the special education department.

**PBIS (POSITIVE BEHAVIOR INTERVENTION SYSTEM)-** A proactive systems approach to preventing and responding to classroom and school discipline problems with an emphasis directed toward developing and maintaining safe learning environments where teachers can teach and students can learn. PBIS is an evidence-based process that is proven to work and is nation-wide. See district PBIS for more information regarding interventions.

**PHYSICAL ALTERCATION/FIGHTING – LEVEL 2** – Bodily contact between students with an undetermined aggressor. When there is only one identifiable aggressor, the aggressor will be charged with battery to student. The term Physical Altercation Fighting shall mean conduct 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.

**PLAGIARISM – 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 restricted period of time.

**PROHIBITED MATERIAL (POSSESSION) LEVEL 1** - The act of possessing any material(s) which cause or are likely to promote disruption of the educational environment or which are 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 - LEVEL 2** - The act of using or threatening to use any material(s) which cause or are likely to promote disruption of the educational environment or which are 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).

**RESPONSE TO INTERVENTION (RTI)** - is about matching student need to instruction or intervention in order to increase student achievement within a tiered system of instruction. RTI is about having a system of curriculum, instruction and assessment to ensure the environment supports learning for all students and to influence/support positive behavior.

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

**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.

**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. School service activities may include helping in the lunchroom, on the playground, 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.

**SEARCH** – The authority of school officials, to check 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 and 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 of 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 and whenever 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 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.

**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 Improvement Act and/or under Article 14 of the Illinois School Code.

**SUSPENSION (OUT OF SCHOOL (OSS))** – A temporary exclusion of a student from school, 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.

**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.

**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.

**THREATENING OR INTIMIDATING – 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, e-mail, text message, video, or tape.

**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, 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 – LEVEL 1** – 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.

**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 i.e. 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 use of a weapon as defined in 720 ILCS 5/24-1 of the *Criminal Code*, [*i.e.*, knives, guns, 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 this Policy, any one of the following criteria may be relied upon:

- Appearance, i.e., 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.

## STUDENT TECHNOLOGY USAGE

### *Board of Education Policy 5144.8*

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. 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.

#### Privileges

The use of the District's electronic network is a privilege, not a right, and **inappropriate use may result in a suspension or cancellation of those privileges**, whether District or personal electronic devices are used for inappropriate access. The building Principal, 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.

#### Unacceptable Use

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

1. Generally  
Participating in any activity that is in violation of State, federal or international law or Waukegan Board policy.
  - A. Copying of any copyrighted material without proper citation or other unauthorized use of copyrighted material or making that material available to others.
  - B. Plagiarism.
  - C. 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 or social networking sites such as My Space or Facebook et-cetera.
  - D. 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.
  - E. Invading the privacy of another.
  - 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.
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.

#### 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.

The complete Student Technology Usage Policy is accessible at [www.wps60.org](http://www.wps60.org)

## **POLICY TO PROHIBIT GANGS AND GANG-RELATED ACTIVITIES**

### ***Board of Education Policy 5144.4***

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 at any time on school property, in school buildings or at any school-sponsored event or activity associated with or under the general guidance of school authorities. "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.

"Gang-related activity" shall mean any conduct engaged in by a student:

1. On behalf of any gang;
2. To perpetuate the existence of any gang; or
3. 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;
2. Drawing gang graffiti or distribute gang related literature;
3. Using any speech or act in furtherance of gang activity;
4. Soliciting others for membership in any gang;
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 5113.3***

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. Any request for school colors approved by the Superintendent will be voluntary in practice and will not be used to exclude students from attending the school where they are presently enrolled.

#### Clothing Expectations

The following outlines students appearance expectations in the Waukegan High School buildings and at all Elementary and Middle School buildings during free dress days, and are guidelines for dress in other school settings:

1. Overall: Clothing, including jewelry, must not bring undue attention to the individual and must not disrupt the educational environment.
  - 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.
  - B. Shorts Skirts and Dresses:** Shorts and skirts must be worn around the natural waistline. They are to be of modest fit and in good condition with no holes. They are to be of modest length ( no shorter than three inches from above the top of the knee). Short shorts and Mini skirts are not appropriate attire for school.
  - C. Shirts and Tops:** Shirts and tops must cover the waistline of the pants, shorts, or skirt if not tucked in. Shirts or tops that are see through, bare midriffs, halter tops, spaghetti straps, one shoulder strapped, tube tops, tank tops are not appropriate attire for school. Students may wear these items over or under a sleeved shirt that is within the school guidelines. Also any shirt that has obscene, offensive, derogatory, or gang-related emblems is inappropriate attire for school.
  - D. Shoes:** Shoes are to only have one color of shoelace, and the shoes must not have any symbol or design that is gang-related. Prohibited footwear includes house shoes, slippers, moccasins, water shoes, athletic sandals, plastic/foam/ rubber flip flops or shoes that are backless. Footwear shall be appropriately fastened at all times and wheels, glitter, noise makers are not permitted on footwear.
  - E. Belts:** Belts that are worn must be through all loops and around the natural waistline. The end of the belt is not to be hanging down the pants.
  - F. Hats, Doo-Rags, Head Coverings, Scarves, Gloves, Sun Glasses, and Jackets:** May be worn outside to and from school. They are to be placed in the student's locker upon entering the building.
  - G. Hooded Garments:** May be worn outside to and from school. They are to be removed immediately upon entering the building and placed in the student's locker prior to the beginning of school.
  - H. Jewelry:** Jewelry worn must not be an endangerment to self and others. Spiked jewelry, jewelry that can be snagged or cause injury to self and others is prohibited.
  - L. Clothing in General:** Overall clothing should not bring undue attention, distract, or disrupt a student or the educational environment. Clothing is not to be revealing and it is not to conceal a person's face. Any clothing that is representative of gang colors and affiliation is not to 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, 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 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.

#### 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.

***POLICY FOR MEAL PAYMENT COLLECTION***  
***Board of Education Policy 3408***

**Breakfast and Lunch Program**

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.

Application for free or reduced priced meals:

1. 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. 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.

Payment Process:

**A. ELEMENTARY SCHOOL PROCEDURES:**

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. The preferable mode of payment is check or money order, as the District desires to reduce the cash handling as much as possible.

**B. 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. 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

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.

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 infraciones 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/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)
<b>Controlled Substance-Level 2+</b> (Sale including Possession with intent to Deliver/Sale+ Also including non-controlled substances whose intent is to intoxicate)		
<b><i>1st Occurrence</i></b> <ul style="list-style-type: none"> <li>● 1 - 3 Days OSS</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● ½ - 1 hrs School Service</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul> <b><i>2nd Occurrence</i></b> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● 1 - 2 hrs School Service</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul> <b><i>3rd Occurrence</i></b> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● 2 - 3 hrs School Service</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul>	<b><i>1st Occurrence</i></b> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● 3 hrs School Service</li> <li>● Confiscation</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul> <b><i>2nd Occurrence</i></b> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● 5 hrs School Service</li> <li>● Confiscation</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul>	<b><i>Any Occurrence</i></b> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul>
<b>Controlled Substance-Level 2</b> (Including: Possession/Use of Controlled Substance or Look Alike, and Under Influence of a Controlled/Non-Controlled Substance or Alcohol)		
<b><i>1st Occurrence</i></b> <ul style="list-style-type: none"> <li>● 1 - 3 Days OSS</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● ½ - 1 hrs School Service</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul> <b><i>2nd Occurrence</i></b> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● 1 - 2 hrs School Service</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul> <b><i>3rd Occurrence</i></b> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● 2 - 3 hrs School Service</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul>	<b><i>1st Occurrence</i></b> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● 3 hrs School Service</li> <li>● Confiscation</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul> <b><i>2nd Occurrence</i></b> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● 5 hrs School Service</li> <li>● Confiscation</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul>	<b><i>1st Occurrence</i></b> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul> <b><i>2nd Occurrence</i></b> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/A/S Conference</li> <li>● Drug/Alcohol Counseling</li> <li>● Confiscation</li> <li>● Behavioral Intervention</li> <li>● Report to Police</li> </ul>



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

**\*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.

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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)
<b>Insubordination-Level 1</b>		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> <li>● P/T/A/S Conference</li> <li>● Notify Parent</li> <li>● Behavioral Intervention</li> </ul> <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> <li>● 0 - 2 Days ISS/OSS</li> <li>● Detention (s)</li> <li>● Behavioral Intervention</li> </ul> <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> <li>● 1 - 3 Days OSS</li> <li>● P/T/A/S Conference</li> <li>● Behavioral Intervention</li> </ul> <p><i>4th Occurrence</i></p> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Behavioral Intervention</li> </ul>	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> <li>● 0 - 3 Days ISS/OSS</li> <li>● P/T/A/S Conference</li> <li>● 1 hrs School Service</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> </ul> <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> <li>● 3 hrs School Service</li> </ul> <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> <li>● 5 - 9 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Behavioral Intervention</li> <li>● 4 hrs School Service</li> </ul>	<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> <li>● 0 - 3 Days ISS/OSS/Saturday School</li> <li>● Notify Parent</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> </ul> <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> </ul> <p><i>3rd Occurrence</i></p> <ul style="list-style-type: none"> <li>● 5 - 9 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Behavioral Intervention</li> </ul>
<b>Life Threatening Issues-Level 2</b>		
<p><i>1st Occurrence</i></p> <ul style="list-style-type: none"> <li>● 3 - 5 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> <li>● 1 - 2 hrs School Service</li> </ul> <p><i>2nd Occurrence</i></p> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> <li>● 4 - 5 hrs School Service</li> </ul>	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> <li>● 5 - 10 hrs School Service</li> </ul>	<p><i>Any Occurrence</i></p> <ul style="list-style-type: none"> <li>● 5 - 10 Days OSS*</li> <li>● P/T/A/S Conference</li> <li>● Counseling</li> <li>● Behavioral Intervention</li> </ul>

**\*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 2008-2009 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 (PBIS) 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 regulations. It is subject to such review and alterations as become necessary for the routine operation of the school.

Student name (print) \_\_\_\_\_

Student name (signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian (signature) \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Student ID number \_\_\_\_\_ Grade \_\_\_\_\_

**WAIVER, CONSENT AND RELEASE FOR THE USE OF STUDENT IMAGES AND AUDIO**

I, as parent or guardian of the Waukegan School District student named below, or as a student 18 years of age or older, do hereby grant permission for the District to utilize any likeness of my student 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, 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.

I, as parent or guardian of the Waukegan School District student named below, or as a student 18 years of age or older 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: 2009-2010**

As a student using District technology, I agree to abide by the District's policies for technology usage and electronic devices. 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 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 and 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, and 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 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' Acceptable Use of Technology and Electronic Devices 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.

Parent/guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE OF DIRECTORY INFORMATION**

As the parent or guardian of the above named child, or as a student 18 years of age or older, 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, 2009, 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, 2009, 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 18 or over (signature) \_\_\_\_\_ Date: \_\_\_\_\_