

WAUKEGAN
COMMUNITY UNIT SCHOOL DISTRICT No. 60
LAKE COUNTY, ILLINOIS

2023-2024
Student Support Handbook

SECTION V

Signature Pages

Ms. Theresa Plascencia
SUPERINTENDENT

Revised July 2023

STUDENT NAME: _____

STUDENT ID NUMBER: _____

SCHOOL NAME: _____

SIGNATURE FORMS

The following forms should be reviewed, signed and returned to the Main Office of the school to which your child is assigned, unless otherwise noted. If you have any questions prior to signing, contact your child's building principal. Contact information is located of this Handbook.

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WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT No. 60
STUDENT SUPPORT HANDBOOK

I have received, read and will abide by the Student Support Handbook on Rights and Responsibilities for the 2023-2024 school year.

I further acknowledge that I have read, understood and agree to comply with the Waukegan Community Unit School District No. 60 Parents/Guardians/Students/Staff Positive Behavioral Interventions and Support Expectations Compact. This Compact is found on page 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 ensure continued compliance with federal, State or local laws. It is subject to such review and alterations as becomes necessary for the routine operation of the school.

Student Name (print)_____

Student Name (signature)_____ Date_____

Parent/Guardian Name (Print):_____

Parent/Guardian (signature)_____ Date_____

School_____ Student ID number_____ Grade_____

CONSENT FOR THE USE OF STUDENT IMAGES AND AUDIO – FUNDRAISING &/OR ADVERTISEMENTS

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

CHECK EACH BOX FOR WHICH YOU ARE GIVING CONSENT. IF NO BOXES ARE CHECKED, BUT YOU HAVE SIGNED THE CONSENT FORM, CONSENT WILL BE TREATED AS BEING GIVEN FOR ALL CATEGORIES.

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

If at any time during the school year I change my mind and choose to revoke my consent, I agree to deliver to the building principal of the school to which my child is assigned a signed and dated letter withdrawing my consent. I understand that once I have given consent, no revocation shall prevent disclosure until it is *received* by the building principal.

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

Student Name (Print)_____

Student Name (Signature)_____ Date_____

Parent/Guardian Name (Print)_____

Parent/Guardian (Signature)_____ Date_____

1:1 ELECTRONIC DEVICE PROGRAM TERMS

THIS FORM IS REQUIRED TO BE SIGNED ONLY WHEN A STUDENT IS ISSUED A NEW ELECTRONIC DEVICE AND WILL BE PROVIDED AT THAT TIME.

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

<p>Program Rate This program has a non-refundable \$50.00 fee per student annual school fee noted at page 39. SPECIAL NOTE: The Board sets school fees yearly, in the Spring and publishes them in its Student Support Handbook. THIS FEE HAS BEEN WAIVED FOR THE 2023-2024 SCHOOL YEAR</p>	<p>Program Start and Expiration Date Effective Date: Upon receipt of a 1:1 Device. Expiration Date: Upon the student's transfer, graduation or other reason for un-enrollment from the district, whichever occurs first.</p>
<p>Program Details - No Cost Repairs and Replacement</p> <ul style="list-style-type: none"> ● Battery replacements, as long as there is no visible damage. ● Total device replacement: <ul style="list-style-type: none"> ○ If device operating system is non-recoverable. ○ If there is a malfunction with the expansion board or motherboard. ● Power cord replacement due to normal usage. This is not covered if there is any visible damage. ● Wi-Fi Card, speakers and other internal components that are not damaged due to liquid or physical damage. 	<p>Exclusions (Cost for Repair or Replacement)</p> <ul style="list-style-type: none"> ● "Jail-Breaking"/"Rooting" or otherwise voiding the manufacturer's warranty by altering the software or operating system. ● Any physical damages caused to the device. ● Liquid damages. ● Stolen device. ● Loss, damage (including incidental, consequential, or punitive damages) or expenses caused directly or indirectly by the equipment. ● Internal tampering of the device.
<p>Care and Maintenance - Generally</p> <ul style="list-style-type: none"> ● Keep the 1:1 Device in its District-provided protective case at all times. Device must be in the protective case for technical services or repairs. ● Charge the computer every night <u>using only the charger that was given to you</u>. ● Do not charge personal devices (cell phones, tablets, external batteries, etc.) using the district's 1:1 Device or allow others to do the same. This helps maintain adequate power and minimize device failure and is a prohibited use. ● Third Party accessories will not be accepted to replace the assigned carrying case and charger issued to the student. Replacement of the accessories will take place through the established procedures. <ul style="list-style-type: none"> ○ High School Students – Will purchase replacement accessories through the bookstore. ○ Middle & Elementary School Students – Will report missing accessories to the local school Computer Assistant. Applicable replacement costs will apply. ● Report any problems or damage immediately to the classroom teacher or administrator and make the device available for inspection and/or repair by the district upon request. Do not attempt to repair the device on your own. ● Report loss/theft of the device to the school and proper authorities (police) within 24 hours. 	<p>Repairs Procedures & Loaner Devices</p> <ul style="list-style-type: none"> ● Students must bring their damaged/defective device (in the protective case) to the Tech Depot (high school) or Computer Assistant (middle and elementary school) for repair as soon as a defect or damage occurs. In most cases, a loaner device will be given to a student to use until the repairs are complete. ● Students bringing devices to the Tech Depot are required to have a visible ID badge to receive service. ● Loaner devices are only available for devices that are in repair. No loaner devices will be provided for forgotten, uncharged, or lost devices. Replacement devices can be purchased at the Tech Depot (high school) or from the Computer Assistant (middle and elementary school). ● When notified, students must pick-up their repaired device from the Tech Depot (high school) or Computer Assistant (middle and elementary school) and sign the printed invoice if repair costs are assessed. ● In the event that extenuating circumstances arise, a Lincoln Center ITS Administrator must be contacted for further instructions.

<p align="center">REPAIR AND REPLACEMENT COSTS (Subject to change from school year to year-see current year Student Support handbook)</p>	
<p align="center">Descriptions</p>	<p align="center">Estimated Repair Costs</p>
<p align="center">Total Device Replacement (lost/stolen)</p>	<p align="center">\$150-\$300</p>
<p align="center">Screen Replacement</p>	<p align="center">\$28-\$75 (Non-touch and Touch)</p>
<p align="center">Keyboard/Palmrest/Trackpad</p>	<p align="center">\$22-\$48</p>
<p align="center">Key Replacement</p>	<p align="center">\$3</p>
<p align="center">Top Case</p>	<p align="center">\$17-\$33</p>
<p align="center">Bezel</p>	<p align="center">\$5-\$25</p>
<p align="center">Bottom Case</p>	<p align="center">\$5-\$19</p>
<p align="center">Power Adapter</p>	<p align="center">\$7.50-\$18</p>
<p align="center">Protective Case</p>	<p align="center">\$25</p>
<p align="center">Speaker</p>	<p align="center">\$5</p>
<p align="center">Wi-Fi Card</p>	<p align="center">\$10-\$15</p>
<p align="center">Camera</p>	<p align="center">\$5-\$15</p>
<p align="center">PAYMENTS</p> <ul style="list-style-type: none"> ● Parents can view and pay current repair costs by visiting: http://www.wps60.org/operations/online_payments ● Students can view current repair costs by visiting: https://icsis.wps60.org/campus/portal/waukegan.jsp 	

These costs will apply when the manufacturer determines the damage was not accidental; that is, when the repair is not covered under the district's warranty plan. Replacement costs for lost school property may be waived for students of parents who are unable to afford them, including households who meet the federal eligibility criteria for free breakfast or lunch, or students experiencing homelessness as verified by the District's McKinney-Vento liaisons. Any request for waiver of replacement costs should be submitted to the principal of the building the student attends, with a copy to the Associate Superintendent for Information Technology, Dr. Josue Cuevas, at jcuevas@wps60.org.

PARENT/GUARDIAN EXPECTATIONS FOR 1:1 DEVICE PROGRAM

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

1. **Internet Use and Digital Citizenship.**
 - A. Supervise and monitor the websites your child is visiting on the district device while not at school and ensuring access is limited to approved accounts.
 - B. Discuss appropriate use of the Internet and supervise your student's use of the Internet at home.
 - C. Be sure that your child can be seen while he/she/they are/is using the computer. No child should be behind locked/closed doors while on the laptop at any time.
 - D. Be sure that only the child in the 1:1 Electronic Device Program is using the device. This is not a family device; it is meant only as a tool for the student's learning.
 - E. Report any inappropriate, suspicious, illegal or dangerous activities observed or heard of while your child is using the device to his/her/their teacher.
 - F. Be sure that your child is following the student Internet safety promises and the WPS60 Student Technology Use Policy 6043, policy governing electronic devices (Policy 6044) and the student publications policy (Policy 6042).
2. **1:1 Device Care and Maintenance.**
 - A. Help your child choose a secure location to charge his/her/their device at home to ensure a fully charged device is returned to school every day.
 - B. Monitor your child's compliance with device care and maintenance obligations.
 - C. Assume responsibility for any family member's unauthorized use/misuse/abuse of the Chromebook or other electronic device provided by the district.
 - D. Ensure that no one changes or attempts to change the configuration of software or hardware on the device.
 - E. Ensure that no one downloads or attempts to install any programs, Apps, or files from the Internet or other sources unless permitted, in writing, by the WPS60 Information Technology Services Department.
 - F. Ensure that no one uses 1:1 device to charge personal devices (cell phones, tablets, external batteries, etc.) to help maintain adequate power and minimize device failure. The Chromebook manufacturer strongly suggests not to charge any external devices using the Chromebook USB ports, which can cause Chromebook hardware and battery failures and the district prohibits such use.
 - G. Do not remove any programs, media, documents, or web history on the district provided device or allow others to do so.
 - H. Timely notify the district when the device does not seem to be working properly or is lost or damaged. Do not attempt to repair the district device and or request repairs by anyone outside of the district.

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

1. **As good digital citizens, WPS60 students are expected to:**
 - A. Report any activity that makes you feel uncomfortable, mad, or sad to a trusted adult or using the district's tip line.
 - B. Keep personal information private. Students should not share personal information online (your name, address, age, school etc.) Do not post personal pictures online without adult permission.
 - C. Be a good digital citizen by being kind to others online and using good manners. Use appropriate language in all communications.
 - D. Report misuse to your teacher, dean or principal immediately. Do not forward inappropriate content (pictures, videos, text, links etc.) on to others.
 - E. Never, ever meet with anyone you have talked to online.
 - F. Keep your passwords private. Do not share passwords with anyone, even a best friend.
 - G. Follow copyright laws. (Don't copy someone else's work and say it is yours. Always give proper credit to the person who did the work.)
 - H. Do not remove or alter barcodes, inventory tags, service tags, or any other identifier is strictly prohibited. Potential charges may result due to removal of any inventory/service tags, in addition to any other consequence for misuse.
 - I. While on school grounds, do not connect the Chromebook to personal phones, hot-spots, staff networks, public networks other than the district network etc. Connecting to other Wi-Fi networks will interfere with the established academic activities required to participate in class.
2. **To care for devices in the 1:1 program, students are expected to:**
 - A. Keep all food and drinks away from the device.
 - B. Keep the device away from extreme temperatures.
 - C. Charge the device every night, and begin each school day with a full battery.
 - D. Allow District 60 staff to always inspect the device upon request.
 - E. Use your school device for educational learning activities and not for any illegal purposes or purposes that violate District policies.
 - F. Use only the charger that was given to you.

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

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

Device Serial Numbers:

Computer Returned: _____
 New Computer Assigned: _____

Tech Initials: _____ Parent/Student Initials: _____

PARENT & STUDENT EDUCATIONAL TECHNOLOGY ACKNOWLEDGEMENT

Student acknowledgement is for grades 3 and above. Parent acknowledgement is for students 18 and younger or if the student is over 18 and parent is the court appointed legal guardian.

Dear Parents:

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

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

Parent/Guardian Name (Print): _____

Parent/Guardian (Signature) _____ Date _____

Dear Students:

Your signature below acknowledges that you have read and understood the material related to the use of technology within the district's educational program, or for students in grades 3-5 you have discussed the rules with your parent, and you agree to the following:

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

Student Name (Print) _____

Student Signature _____ Date _____

PESTICIDE APPLICATION REGISTRY NOTICE

Dear Parents, Guardians and Staff:

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

We are establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please complete the attached form and submit it to: Mr. Timothy Bryner, Interim Director of Logistics and Compliance, Waukegan Public Schools, 215 Edison Court, Waukegan, IL 60085, tbryner@wps60.org; **In order to ensure that the registry remains up-to-date, the registry request is valid only for the school year in which it is signed.**

Please include me in the notification registry. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable. I also understand that if I move within the district or there otherwise is a change in my contact information during the school year, it is my responsibility to notify the district of this change, through submission of the updated information to the Interim Director of Logistics and Compliance. Additionally, if I change my mind after asking to be included on the registry, I can contact the Interim Director of Logistics and Compliance and ask to be removed at any time during the year.

Parent/Guardian/Staff Member's Name _____

Signature _____ Date _____

Student's Name _____

Address _____

Phone Number _____

Email Address _____

**RELEASE OF DIRECTORY INFORMATION - SCHOOL MEDIA/PUBLICATIONS
& STUDENT INTERVIEWS**

The district often wishes to celebrate the activities and accomplishments of its students by sharing information with the community. The district periodically may use the directory information identified below in District sponsored publications (e.g., yearbook, athletic/arts programs or rosters), on the district's website, or in District newsletters, or on District social media sites throughout the school year, on or near the dates of events or activities. The district also may release directory information to third parties, such as news media covering District events and District 60 parent organizations. Finally, the District may occasionally allow the news media to interview, photograph, record or videotape students under the supervision of District personnel.

DIRECTORY INFORMATION: Student name; academic awards and honors received; grade level; photograph, video or digital images; participation in school and school sponsored activities (other than fund raising activities), organizations and athletics.

If you DO NOT want your student's directory information to be released in school related social media/publication or interviews and/or you DO NOT want your child to participate in any media interviews, you must notify our District Communications Department in writing or email by September 16, 2022 at:

Mr. Nick Alatzakis, Director of Communications
Waukegan Public Schools
1201 N. Sheridan Road
Waukegan, IL 60085
nalatzakis@wps60.org

If you have multiple children enrolled in the district, a separate form is required for each child.

Requests received after September 16, 2022 will be honored as of the date received through the end of the current school year but will not affect the release of information, if any, after September 16, 2022 and prior to the date of receipt by the district's representative.

Child's Name: _____ School Name: _____

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

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

RELEASE OF DIRECTORY INFORMATION – WAUKEGAN POLICE DEPARTMENT

In an effort to assist law enforcement officers in maintaining a safe educational and community environment for students, staff and community members the district releases student name and address information to the City of Waukegan Police Department when requested to assist them with their official duties and the student is not otherwise at risk of involvement in the juvenile justice system. **If you DO NOT want your child's information shared with the Waukegan Police Department, you must sign and return this form by September 16, 2022 to:**

Mr. Darryl Wilson
Director of Crisis Intervention and Safety.
Waukegan Public Schools
1201 N. Sheridan Road
Waukegan, IL 60085

If you have multiple children enrolled in the district, a separate form is required for each child.

Requests received after September 16, 2022 will be honored as of the date received through the end of the current school year but will not affect the release of information after September 16, 2022 and prior to the date of receipt by the district's representative.

NOTE: This opt out right does not apply to information that may be shared with the police when the student is at risk of involvement in the juvenile justice system. The sharing of information when the disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released is governed by federal and State laws governing the release of student record information and the reciprocal reporting agreement between the District and the Waukegan Police Department.

Child's Name: _____ School Name: _____

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

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