

# 2016-2017 Parent Handbook

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## District 39

Wilmette Public Schools

615 Locust Road

Wilmette, IL 60091

[www.wilmette39.org](http://www.wilmette39.org)

847-256-2450

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# From Dr. Lechner

Dear District 39 Families,

Welcome to the 2016-2017 school year! Across our nation, the start of school is the annual event marking the official end of summer. In District 39 we work hard over the summer to get our buildings and classrooms ready for the arrival of our students...and ready we are!



With each new year comes the excitement of new teachers and friends, new academic challenges, opportunities to try new extracurricular activities, and yes, even new school supplies. Join us as we embrace this excitement with your child as they move to the next grade, armed with skills learned and family support.

This online handbook will always be available on our website and, like the calendar, will be updated as needed throughout the year. I hope this format is helpful to you. You can find information about District policies and can easily search for the topics you want. You will also find contact information for each school's staff, PTO or PTA, and for the administrative offices at the MEC.

We are so fortunate in District 39 to have such dedicated teachers, administrators, staff, and parents. We are all partners in an educational process that creates an environment where there is no ceiling on a student's potential. Please communicate with your child's teachers as often as is helpful, and feel free to contact me directly with any questions or concerns. Through open communication, we can work together to provide our children with an exceptional school year.

Your partner in education,

Handwritten signature of Raymond E. Lechner in cursive.

Raymond E. Lechner, Ph.D., Superintendent  
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# Directory of Contacts • Board of Education

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L/R: Mark Steen, Tracy Kearney, Frank Panzica, Alice Schaff, Cindy Levine, Kimberly Alcantara, John Flanagin.

# Directory of Contacts • District



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# Directory of Contacts • Schools



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# Organizations & District PTA/Os

Links to:

[Central School PTA](#)

[Harper PTO](#)

[Highcrest PTO](#)

[McKenzie PTA](#)

[Romona PTA](#)

[WJHS PTO](#)

[Village-Wide PTO Board](#)

[Community Review Committee](#)

[District 39 Educational Foundation](#)

[Family Action Network](#)

[PASS39](#)

[Youth Connection](#)





## DISTRICT 39'S COMMITMENT

District 39 is committed to deliver the highest quality of education, to foster the development of sound character, and to instill a lifelong passion for learning.

We will uphold our commitment to provide a high-quality public education for all of our children. We will continue to sustain and improve the following:

- High levels of academic achievement
- The physical and emotional well-being of our children
- Effective and up-to-date learning materials and tools
- Our high-quality staff
- Efficient, fiscally responsible operations
- A reliable technological infrastructure
- Safe, healthy, and appropriate facilities

We commit ourselves as a community to help our children grow as they:

- Retain the wonder and excitement of learning from kindergarten through eighth grade
- Demonstrate increasing courage, confidence, and competence as they learn
- Demonstrate an increasing degree of responsibility and self-advocacy skills for their own learning
- Develop creativity and use critical thinking skills
- Explore, understand, and respect world cultures
- Take an active role in building respectful and caring communities, within and beyond our schools
- Explore and take advantage of a variety of opportunities as they discover their own interests
- Demonstrate an increasing ability to work effectively within groups

## GUIDING PRINCIPLES

Our educational practices are built upon the following core beliefs about the development of our children:

- There is no ceiling on a child's potential
- Each child's innate sense of wonder and discovery are important in building academic proficiencies
- High expectations inspire high achievement
- Positive relationships between children and their teachers are fundamental to learning

- Children thrive when families, schools, and the community work as partners
- Children need to learn about, understand, and contribute to their own and other communities
- Every child's individuality must be respected

## STRATEGIC PLAN

In 2010, the Board of Education adopted the CONNECTED Strategic Plan for District 39 Schools. With a priority on core subject teaching and learning, the plan promotes the following tenets:

Committed to our *Core Subjects*  
Opening minds to a *Global Perspective*  
Nurturing the *Characteristics of Successful Learners*  
Nourishing a sense of *Social Responsibility*  
Empowering *Communication* skills  
Cultivating *Collaboration*  
Transforming *Technology* into a continuous knowledge tool  
Evolving our *Teaching styles, learning process, and environment*  
Developing students of tomorrow

## BOARD OF EDUCATION

The Board of Education is comprised of seven community members elected at large to serve staggered four-year terms. The Board of Education works with the Superintendent and administrators to address a range of issues including policy-making, long-range planning, student achievement, staff development, long-term financial stability, and maintenance of buildings.

## BOARD MEETINGS

Members of the public are invited to attend Board of Education meetings, which are usually held the fourth Monday of each month beginning at 7:00 P.M. at the Mikaelian Education Center (MEC), 615 Locust Road. The specific dates are listed on the online calendar on our website [www.wilmette39.org](http://www.wilmette39.org). The agenda is posted in advance, and includes periods for public questions and comments. Members of the



public may request in advance to make a presentation by calling the Office of the Superintendent. Board meetings also are streamed live on the District's website and archived for later viewing. They are broadcast live on local cable television, WCTV Channel 6 in Wilmette, and are rebroadcast at various times. Please contact WCTV at 847-853-9288 or go to the cable department's web page for more details.

## COMMUNICATIONS

The District administration and teachers use these methods to communicate:

- EC-4 Parent-teacher conferences twice a year; progress reports twice a year
- 5-6 Parent-teacher conference annually; report cards twice a year alternating with student progress reports twice a year
- 7-8 Parent-teacher conference annually; report cards four times a year
- Homeroom Advisory Program Grades 5-8
- School curriculum nights (annually)
- School open houses (annually grades EC-4)

- New family orientation for school transitions (annually)
- Kindergarten orientation (annually)
- PTA/O communications
- PTA/O meetings
- District newsletter
- Regular email communications to parents with District news. Other community members can subscribe on the District's website.
- Weekly email from schools to families
- Board of Education meetings (monthly)
- District 39 website [www.wilmette39.org](http://www.wilmette39.org)
- District 39 Dashboard
- Community cable TV Channel 6 (WCTV) broadcasts
- Community newspapers

## PARENTAL CONCERNS

Parents are encouraged to communicate with their child's teachers regarding all aspects of the school program. If a specific concern arises, we recommend that the parent first discuss it with the teacher. The building administrator is available as needed to facilitate this process. We recommend that parents give advance notice to the building administrator and the teacher of an anticipated visit to the classroom. If parents cannot resolve the problem by talking with the teacher or building administrator, they should contact the Superintendent.

## DISTRICT 39 WEBSITE

The District 39 website, [www.wilmette39.org](http://www.wilmette39.org) is an important communication tool that enhances many aspects of the educational program. The website includes information about our schools; the Wilmette community; the District 39 curriculum; the Board of Education; resources for students, parents, and teachers; and employment opportunities in the District. Parents should check the website's "Recent News" frequently for important news.

## EMAIL

Email is a quick way to send a message, but it is not appropriate for all types of communication. In some cases email may not be the best way to get a quick reply. Urgent or time sensitive information should be sent to the school office, such as a change in pickup times or to report that your child should

not be taking the school bus home. When emailing District 39 employees, please identify yourself with your first and last name as well as the name of your child. Items that require discussion in regards to your child's academic progress, learning expecta-



tions, or behavioral issues are often best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. Topics that may be sensitive or highly confidential are best discussed in person.

## TEXT MESSAGES

Text messages may be used to communicate with parents. Texts are primarily used for emergency notifications from the District, or for reminders or quick updates from teachers. Parents can stop receiving non-emergency text messages at any time.

## SOCIAL MEDIA

The District utilizes social media as a way to keep parents and the larger community informed of District news and events. Currently, District 39 can be found on Facebook, Twitter, Instagram, and LinkedIn. Links to these pages are found on the District website.

## AUTOMATED PHONE NOTIFICATIONS

An automated telephone system is used to facilitate school-to-home communication. The system allows the District administration to record a single message and deliver it via telephone to selected homes

or every home in the District. This system has the ability to leave voice mail messages and is compatible with caller ID and privacy manager services. It is used for delivering messages such as school closings, delayed openings, emergency information, and announcements for special events.

## USE OF STUDENT PHOTOS OR WORK

Photos of District 39 students and work by District 39 students are used both within the District and occasionally by local news media. Student photos, videos, or work samples are used by District 39 in publications, on its website, for presentations, or with school social media. In addition, print/broadcast/online media may visit District schools to photograph or video students involved in activities. In both cases, names of students may be used. In D39 publications and when outside media visits the school, and there is potential that a student's image will be used along with the student's name, the District will make an effort to notify parents/guardians in advance or as soon as possible.

Parent/guardians who **DO NOT** wish to have their student's name, photo, video, or information used in this manner should complete and submit the **Do Not Use Student Photo or Information Form.** This form is available during the annual student registration process or through the Communications Department. Submission of this form will apply for the current school year. **Parents/guardians should ONLY submit this form if they DO NOT wish for their child to be included in publicity or for the District's website/publications at any time during the school year.**

Please note that it may not be possible for District 39 to identify all students in the background of photographs or videos so completion of this form may not prevent a student from appearing in a non-identifiable way.

The posting of other children's pictures on social media is highly discouraged. Please be respectful of the privacy rights of others. Safety and security of children is of utmost importance.

## VILLAGE-WIDE PTO

The Wilmette Village-Wide Parent Teacher Organization is designed to promote a closer, collaborative relationship between home, school, and the community. The Village-Wide PTO board is comprised of volunteers from each of the eight local associations (six public schools and two parochial schools). The Superintendent and representatives from the Board of Education and the Wilmette Education Association (teacher organization) are members of the board and report to the group at the monthly Village-Wide PTO meetings. PTA/O presidents and committee members report as well.



In addition to the Village-Wide PTO, each school has a Parent Teacher Association (PTA) or Parent Teacher Organization (PTO). Parochial schools have a Home School Organization (HSO) or a Parish School Organization (PSO). These groups are responsible for sponsoring enrichment programs for the students, designing events to build community spirit, fundraising, organizing community service projects, and communicating to parents. The PTA/Os support the teachers, staff, and children in a variety of ways through volunteer services. Parents and teachers are encouraged to join the PTA/Os, to attend monthly meetings, and to participate actively in the work of their groups. Parents are also invited to attend Board of Education meetings to become informed about the District.

## PARENT INVOLVEMENT

Parents are encouraged and invited to be a part of their child's overall educational program. We offer a variety of ways for parents to take part in all schools, and the time commitment can be as much or as little as desired. For example, parents may be involved in PTA/O, the District Community Review Committee, Curriculum Night, Open House, Parent/Teacher Conferences, serving lunch, library/learning commons and parents may also individually sign up to volunteer in the classroom for opportunities identified by the teacher or room parents.

## COMMUNITY INVOLVEMENT

Education is a community endeavor, and we invite parent and community involvement in school activities. Over the years, special committees composed of parents and/or community members have been established to study issues in District 39. In response to a 1973 state mandate for more citizen involvement, a **Community Review Committee (CRC)** comprised of parents, teachers, administrators, and citizens was established. The committee continues to work in an advisory capacity to the Board of Education to research specific topics that will lead to improvements in teaching, learning, or managing the District's operations. The committee makes a formal presentation to the Board of Education annually in spring. For more information visit the [CRC link](#) on the District website.

**The District 39 Educational Foundation** is a non-profit organization dedicated to investing in our children's future. Donations support the Foundation's Gripp Grant program and Math & Science Initiative, which grant funds for educational programs, experiences, and technologies that expand, enrich, and complement the schools' curricula. The Foundation also sponsors the Sam Mikaelian Fine Arts performances to the community and partners with District 39 school administration and the local community to fund identified areas of greatest need. Trustees are community volunteers who serve staggered three-year terms. For information on the Foundation, please visit the [Foundation link](#) on the District website.

The **Family Action Network (FAN)** of New Trier Township makes a positive difference in families' lives by building parents' confidence and connections and by helping them connect with other parents, their children, the schools, and the community through effective educational programs, active parent networks, and other practical parenting resources. FAN presents a regular speaker series, supports parenting programs in all schools, and encourages parent networks. FAN is an all-volunteer organization that looks forward to your support and participation. Visit FAN's website at [www.familyactionnetwork.net](http://www.familyactionnetwork.net) for meeting announcements and to sign up for the monthly newsletter.

Each school has a **Strategic Implementation Plan (SIP)** team comprised of teachers, staff, and the principal. The Board of Education has charged these teams with the responsibility of developing measurable goals for improving programs, services, school climate, communication, and/or teaching and learning. In addition, teams create action plans to achieve the goals and monitor their implementation throughout the year. The SIP teams present at a Board of Education meeting each year to review the goals, measures and action plans, and to share results.



## DAY TO DAY ESSENTIALS

### SCHOOL HOURS

#### Connecting Kids Preschool

Morning ..... 9:05 a.m. to 11:25 a.m.  
 Afternoon ..... 12:40 p.m. to 3:00 p.m.

#### Elementary Schools

Morning Kindergarten ..... 8:55 a.m. to 11:30 a.m.  
 Afternoon Kindergarten ..... 12:40 p.m. to 3:15 p.m.  
 Grades 1-4 ..... 8:55 a.m. to 3:15 p.m.  
 First Bell..... 8:50 a.m.  
 Class Begins..... 8:55 a.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 3:40 p.m.  
 First Bell..... 8:35 a.m.  
 Warning Bell ..... 8:44 a.m.  
 Class Begins..... 8:49 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 2:46 p.m.  
 First Bell..... 7:45 a.m.  
 Warning Bell ..... 7:55 a.m.  
 Class Begins..... 8:00 a.m.

### EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

If school must be cancelled for the day or the opening delayed one hour due to severe weather (see schedule below), the information will be broadcast by all major Chicago radio stations beginning as early as 6:00 a.m. and posted on our website at [www.wilmette39.org](http://www.wilmette39.org). Parents will be notified by email and/or through an automated telephone system that calls District homes and delivers a prerecorded message to announce our school closings and delayed openings. On days when the weather outlook is questionable, listen for possible school cancellations or delayed openings on any major Chicago radio station or check your email and the website rather than calling the school or District office. Parents will be alerted in the event that students must be dismissed before the end of the school day due to an emergency. In the event of a delayed opening, please use this schedule:

## DELAYED OPENING SCHEDULE

### Connecting Kids Preschool

Morning ..... 10:05 a.m. to 11:25 a.m.  
 Afternoon.....12:40-3:00 p.m.

### Elementary Schools

Before School Child Care.....8:55a.m.-9:55a.m.  
 Morning Kindergarten ..... 9:55 a.m. to 11:30 a.m.  
 Afternoon Kindergarten ..... 12:40 p.m.-3:15 p.m.  
 Grades 1-4 .....9:55 a.m. to 3:15 p.m.

### Highcrest Middle School

Early Birds.....8:49a.m.-9:49a.m.  
 Grades 5-6.....9:49 a.m. to 3:40 p.m.

### Wilmette Junior High School

Grades 7-8 .....9:00 a.m. to 2:46 p.m.



## 2016-2017 EARLY RELEASE DAY SCHEDULE

### August 24, 2016

#### Elementary Schools

Morning kindergarten students with the  
 last names A-K .....9:00-9:45  
 Morning kindergarten students with the  
 last names L-Z .....10:45-11:30  
 Afternoon kindergarten students with the  
 last names A-K .....1:00-1:45  
 Afternoon kindergarten students with the  
 last names L-Z .....2:15-3:00  
 Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 11:45 a.m.

### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 10:55 a.m.

### October 31, 2016

#### Connecting Kids Preschool

No Morning or Afternoon Preschool

#### Elementary Schools

Morning Kindergarten ..... 8:55 a.m. to 10:20 a.m.  
 No Afternoon Kindergarten  
 Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 11:45 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 10:55 a.m.

### January 27, 2017

#### Connecting Kids Preschool

No Morning or Afternoon Preschool

#### Elementary Schools

Morning Kindergarten ..... 8:55 a.m. to 10:20 a.m.  
 No Afternoon Kindergarten  
 Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

#### Highcrest Middle School

Grades 5-6 ..... 8:49 a.m. to 11:45 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 10:55 a.m.

### April 20, 2017 - EC-4 Early Release

#### Connecting Kids Preschool

No Morning or Afternoon Preschool

#### Elementary Schools

Afternoon Kindergarten ..... 8:55 a.m. to 10:20 a.m.  
 No Morning Kindergarten  
 Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.

### June 8, 2017

Last Day of classes for both AM and PM EC and Kindergarten

### June 9, 2017

#### Elementary Schools

Grades 1-4 ..... 8:55 a.m. to 12:15 p.m.  
 Highcrest Middle School  
 Grades 5-6 ..... 8:49 a.m. to 11:45 a.m.

#### Wilmette Junior High School

Grades 7-8 ..... 8:00 a.m. to 10:55 a.m.  
 (If No Snow Days are Used)

## ATTENDANCE AND SAFE PHONE

Regular, consistent attendance is a prerequisite to successful school life. Children should be absent only in cases of illness or emergency. Absences due to sporting events, special vacations, etc. should be avoided because they minimize opportunities for instruction. Medical and dental appointments, as well as special lessons should be scheduled for out-of-school hours. Frequent absences and tardies will be called to the attention of the parent by the building administrator. If a child is absent without sufficient reason for more than ten days during a grading period, a building administrator will contact the parents. A copy of the District 39 policy and administrative guidelines regarding absenteeism and truancy may be obtained by contacting the Superintendent's office.

Students must be present for at least half day to attend school functions. The Health Office is responsible for ensuring that all students are accounted for each day. It is the parent's responsibility to call the school's safe phone and leave a message when their child will not be in school. Parents are encouraged to call ahead and communicate directly with the Health Office of any scheduled absences. The Safe Phone may be called anytime, 24 hours a day, 7 days a week.

### Safe Phones

Central.....	847-256-3444
Harper .....	847-251-6754
McKenzie.....	847-256-0369
Romona.....	847-256-0212
Highcrest.....	847-853-2900
WJHS.....	847-256-2853

## MAKE UP WORK

In the event of an absence, homework may be assigned by the teacher or requested by the parent. You may request make up work after your child has been sick for at least one day. Requests should be made directly to the classroom teacher or to the school secretary. Please give the teacher ample time to get the materials together. Do not leave make up work requests on the safe phone. The teacher will not provide make up work in advance for family vacations or other reasons.

## REQUESTS FOR EARLY DISMISSAL

Children may be released early from school only by the principal or a designated employee. To provide maximum safety for children, teachers have been instructed not to excuse any child without a written request from his/her parents nor to permit any child to leave the school or playground with any unidentified person. The parent or designee of 18 years or older must come to the school office or nurse's office to sign the child out. The school will cooperate fully if an emergency situation should arise.

## STUDENT ASSIGNMENT TO CLASSES

Class placement and discussions begin in the early spring each year. Parent input is one of many considerations in the process of classroom placement, along with teacher and related arts input, class size, balance of boys and girls, academic qualities, and each child's social and emotional needs and learning style. The principal and teachers conduct team conferences at all grade levels; the building administration gives final approval to all placements. Specific classroom assignments are emailed home prior to the start of the new school year in August.

If you feel that **extraordinary** factors exist that the school should be aware of, please submit a letter by mid-March. This is an annual process. Letters submitted after spring break will not be considered.

## TRANSPORTATION

All students who travel to and from school on buses pay a transportation fee of \$495 round trip or \$275 one-way per child, if paid by the deadline. There is a late fee assessed for registrations after this date. Registration and payment for bus transportation for the 2016-17 school year was conducted in the spring using the online student registration system. MasterCard, Visa and Discover are accepted. A prorated fee will be charged for bus transportation provided to Highcrest students who attend early morning music and who otherwise have not paid for morning or round trip bus service. The fee is \$66 for one morning per week, \$132 for two mornings, or \$198 for three mornings, or \$275 for four or five mornings. Registration for bus transportation for early morning music is conducted in the fall. Please refer to the [Bus Safety Handbook](#) for complete details of registration.

Families who have moved to District 39 during the summer may obtain information regarding bus transportation at the Mikaelian Education Center, 615 Locust Road. We encourage parents to read the [Bus Safety Handbook](#) with their riders prior to the beginning of the school year. The handbook outlines rules and procedures for safe bus travel. Any actions by bus riders that endanger safety are reported to the principal and a written report is submitted by the bus driver to the Transportation Department. Consequences may include assigned seating, and temporary or permanent bus suspension. **Students must ride their assigned bus and may not ride on a friend's bus.** All vehicles are equipped with seat belts. For more information go to the [Transportation link](#) on the District 39 website.

## SCHOOL LUNCH

District 39 offers a hot lunch program in each of its buildings. The lunch program begins on the first full day of school and is in operation each full day school is in session. A lunch account is automatically created for your child when you complete the registration process. Every student has a lunch account. When a student purchases lunch they will be asked their student ID number. This is their personal lunch account number. They will use the same number through 8th grade. First grade teachers work with the students to learn their numbers and guide them through the lunch process. Monthly menus and nutrition facts are available on each school's web page through [www.wilmette39.org](http://www.wilmette39.org). Particular dietary restrictions should be communicated to the school nurse. Children maintain cafeteria privileges as long as their behavior is appropriate. Most children remain at school for their lunch/recess period. Any parent wishing to take his/her child home over the lunch hour must sign the child in and out of the building, according to the school's procedures. The charge for daily lunch is \$3.45 at the elementary schools and Highcrest Middle School, and \$3.80 at Wilmette Junior High School. Students may purchase the daily lunch or milk at the elementary schools as well as a selection of a la carte items at Highcrest and Wilmette Junior High School. Parents may deposit lunch money, check their children's purchases, and set spending limits by logging into the District Lunch Program-Total Access ([lunch.wilmette39.org](http://lunch.wilmette39.org)). If you need your username and your password there is a prompt

on the Lunch Program website. With each credit card transaction there is a \$4.95 fee. You may also pay by check (no transaction fee) at any of the district buildings. Make checks payable to Wilmette Public Schools District 39.

Application for free and reduced lunch is available for those District 39 families that meet federal guidelines. Information regarding this program is available online and in each school office.

## STUDENT TELEPHONE DIRECTORIES

Telephone directories are electronically published each fall jointly by the District and PTA/Os for the convenience of the students and their families. Any other use or reproduction is prohibited. Annually, parents will update student and family information using the online student registration system. Information will be emailed explaining the procedure and timeline. If desired, parents may request that their child's name, address, or phone number be excluded from the directory.

## PERSONAL APPEARANCE AND DRESS

While establishing acceptable standards of dress is a parental responsibility, the school must ensure the health and safety of each student and provide a proper learning environment. Therefore, District 39 expects children to be appropriately dressed, in a safe manner, to wear shoes while on school property, and to dress in such a way as not to distract students or disrupt the educational process. Please refer to your school's student handbook regarding specific policies for students.

Elementary students should have a change of clothing, including dry socks, in their lockers. Students often get wet or muddy playing outdoors at recess, and a change of clothing will help them learn comfortably for the remainder of the day. Footwear should be safe for running and active recess play.

## RECESS

Students are expected to go outside for recess unless it is raining or extremely cold. The school makes that determination. Unless we have a note from a physician, we do not keep children in from recess. During the winter months and during other times, we may have inclement weather. Please send your child to school with appropriate clothing. Boots and snow pants are required to play in the snow during the winter



## HOMWORK

Homework is defined as academically related work. Assignments given to students by classroom teachers require time outside of the regular classroom to be completed. Regardless of its form, homework is an important part of the instructional program and requires good cooperation between home and school.

### Philosophy

Homework is an integral part of the learning process in District 39 schools. It should have relevance to the curriculum and should be a process which facilitates learning. Homework reinforces classroom learning and gives teachers an additional perspective about their students. Considering this, it seems apparent that student effort outside the classroom is necessary for satisfactory advancement.

### Homework Policy

Homework assignments are typically given to students in grades K-8. The emphasis should be on quality rather than quantity. Homework should be given on a regular basis, but never as work for work's sake. It should be reasonable in length and purposefully planned.

Assignments should be given as a continuation and reinforcement of classroom work. Home study can develop broader knowledge, good work habits, and a sense of responsibility, which will benefit students throughout their entire lives.

On average, students in grades 1-8 should be assigned 10 minutes per grade, per night (not including reading). An exception to typical homework durations may be "flipped classroom" assignments. In a "flipped" experience the student may be introduced to content through a video or other means at home, and classroom time is used for engaging in assignments or problem-solving around the content with teacher feedback. Teachers who use this strategy will provide explanation to parents and students. In the upper grades, please limit the amount of help you give to your child and communicate with the teacher about concerns. The teacher will not know if the students are having trouble or if she/he needs to reteach if all of the homework comes in perfectly every time. Consistent homework is a good way to reinforce regular study habits for the future. An-

other purpose is to place increasing responsibility for learning on the students as they get older. Teachers want to help students practice the concept of budgeting time both in and out of class. Students in grades 5-8, who do not complete homework assignments may be assigned homework assistance. If you find that homework is taking an inordinate amount of time, please contact the teacher right away.

## STUDENT DISCIPLINE

As citizens of District 39, all students have rights to an education, basic security, and due process. The basic elements of due process should be a part of the day-to-day relationship among administrators, staff, and students. The legal rights of the students, staff, and administrators will be protected. If disruptive, destructive, or dangerous behavior threatens the educational process, mental and/or physical well-being of students, staff, and/or property, action will be taken. The primary consideration in the implementation of any consequences will be the least extreme action that may solve the immediate problem. The age and maturity of the student must be taken into consideration in the event that further disciplinary action is necessary. Law enforcement personnel will be involved, as needed.

Communication with parents is basic to the resolution of discipline problems. If removal from school is necessary to resolve serious discipline problems, the District 39 policy on suspension will be followed. Disciplinary measures include: removal from classroom; notification of parent(s)/guardian(s); personal counseling; and withholding of privileges. Detention is an additional option, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. Corporal punishment shall not be used. Certificated personnel are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. 911 will be called if students leave school property without the permission of school authorities. Students are not allowed to bring any **type of weapon** (real or toy) to school, for any reason (play, costume). This includes guns and knives, and any other device which could be used in a threatening way. Matches, lighters, and dangerous substances are also not allowed.

The building administrator may request the assistance of law enforcement officials to conduct inspections and searches, if needed. The search will be conducted in a manner that is reasonably related to its objective of the search. If a search produces dangerous items, school authorities may seize the evidence. If this occurs, the student's parents are contacted, as is the Superintendent. Disciplinary measures will be communicated to the parents and the student.

District 39 has adopted a policy on behavioral interventions for students with disabilities receiving special education services in accordance with their Individual Education Program (IEP). Please contact the Department of Student and Special Services for details.

## **BULLYING**

### **Preventing Bullying, Intimidations and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

#### 4. Refer to BOE Policy 7:180

For purposes of this policy, the term *bullying* includes *cyber-bullying*, and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Reports of bullying will be investigated following the steps outlined in Policy 7:180.

## **TEEN DATING VIOLENCE**

[District 39 Policy 7:185](#) prohibits teen dating violence at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation. This includes use or threat to use physical, mental, or emotional abuse to control an individual in a dating relationship; or use or threaten to use sexual violence in a dating relationship.

## **REPORT CARDS & CONFERENCE SCHEDULE**

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences help the people most involved in a child's education evaluate his/her progress and plan constructively for his/her continued growth and development. How much a child learns, and how fast, depends on experiences that go far beyond the school day; therefore, parent-teacher conferences are a vital part of home-school communication.

Conferences provide parents with:

- An opportunity for two-way communication between parent and teacher
- Insight into how a teacher functions with children
- An opportunity to realize the teacher's sincere interest in the child
- An opportunity to develop a feeling of common responsibility with the school
- Help in better understanding how their child functions in the school setting
- An opportunity for expanded discussion of the child's progress beyond the brief written report

Conferences provide teachers with:

- An understanding of the child's background
- An opportunity to describe the school's effort
- An opportunity to develop a mutually respectful rapport with parents
- Information about a child's interests and involvement in non-school activities

Parent-teacher-child conferences often provide the opportunity to take part a self evaluation process. These conferences provide an opportunity for the teacher and child to build mutual trust in their relationship.

Formal parent/teacher conferences only take place on designated dates. Parents are given directions to sign-up online.

Under the provisions of the School Visitation Rights Act, parents or guardians who are seeking leave from work to attend necessary educational or behavioral conferences at the school should request a verification form from the school principal.

## **GRADING AND REPORTING STUDENT PROGRESS**

The purpose of the District 39 kindergarten through grade 8 reporting system is to provide a communication framework among students, parents/guardians, teachers, and administrators that fosters each student's lifelong academic growth and character development. Similarly, our Connecting Kids Preschool reporting system provides a venue for describing the child's development in pre-academic and social emotional skills.

## **REPORTING STUDENT PROGRESS THROUGHOUT THE YEAR**

Parents, teachers, and students share information through a reporting system. In addition to a formal cycle of report card and progress report dissemination and parent-teacher conferences, this system of reporting student progress may include progress updates between report cards, Curriculum Night and Open House events, intake forms and conferences, student-led and student-participation conferences, communication journals, student portfolios, emails, phone calls, notes, website links, newsletters, Friday folders, student performances and presentations, and the "Parent Portal" at Wilmette Junior High School.

## **2016-2017 SCHEDULE FOR END OF QUARTERS, REPORT CARDS, PROGRESS REPORTS AND CONFERENCES**

### **QUARTER 1**

- October 28: End of 1st quarter
- November 8: HMS/WJHS report cards and progress reports go live
- November 9: WJHS/HMS evening conferences
- November 19: Conferences for Grades EC-8
- November 11: Conferences for Grades EC-8

### **QUARTER 2**

- January 25: End of 2nd quarter
- February 8: Grades EC-8 report cards and progress reports go live

### **QUARTER 3**

- April 5: End of 3rd quarter
- April 17: HMS/WJHS report cards and progress reports go live
- April 19: K Conferences
- April 20: Early Release/Conferences for Grades EC-4
- April 21: Conferences for Grades EC-4

### **QUARTER 4**

- June 9: End of 4th quarter
- June 9: EC-Grade 8 report cards and progress reports go live

# PROGRAMS & POLICIES

## K-4 RELATED ARTS CLASSES

All classes begin on the first full day of school. Students are expected to attend these classes just as they do for any core academic area classes. Most are graded classes and are just as important as any other class we provide. There are state standards for related arts as well as the academic courses. Attendance in these classes is not used as a consequence or reward.

### Kindergarten

- PE (once weekly for 20 minutes)
- Music (once weekly for 30 minutes)
- Library (once weekly for 30 minutes)
- Spanish (twice weekly for 20 minutes)

### Grades 1-4

- Art (once weekly for 60 minutes)
- Music (twice weekly for 30 minutes)
- Physical Education (PE) (daily for 20 minutes)
- Spanish (daily for 20 minutes)
- Technology (once weekly for 30 minutes)
- Library (once weekly for 30 minutes)

## DIFFERENTIATED INSTRUCTION

District 39 is committed to providing a challenging education to all students. Using student data from a variety of assessments and classroom performance, K-8 teachers, in coordination with the building Differentiation Support Teacher (DST), will differentiate instruction to meet the learning needs of all children in the classrooms.

As students enter grade six, some are identified for placement in an accelerated math class. Assessment scores used for placement in accelerated math include fifth grade Math Performance Series results, and CogAT results, and a Math Diagnostic test which is taken in the spring of grade five. All students take all of these assessments. As students transition to WJHS, identified students are placed in accelerated classes in math.

District 39 emphasizes differentiation of instruction in all classrooms. The staff development program related to differentiated instruction continues to be an integral component of teacher in-service in District 39.

At least one differentiation support teacher is assigned to each school. Working with the classroom teacher, the elementary DST plans for instruction for students in grades 3 and 4 in all subject areas and works in consultation with teachers at the K-2 level. The middle school and junior high DSTs work with students and teachers in grades 5-8. Students in grades 6-8 will be eligible for accelerated mathematics instruction. DSTs assist all teachers with differentiation strategies to support student learning.

## RESPONSE TO INTERVENTION

Response to intervention (RtI) is a method of making educational decisions that benefit all students. The goal of RtI is to deliver evidence-based instruction and interventions that match students' academic and behavioral needs.

## SUMMER ENRICHMENT PROGRAM

Wilmette Public Schools offers a 5-week Summer Enrichment Program (SEP) to any student enrolled in public, private, or parochial school who was in grades K-7 during the preceding school year. Classes generally last 50 minutes. Children may register for one, two, or three classes. Registration is conducted electronically or in person at the Mikaelian Education Center (MEC) on a space available basis. Transportation is available for a fee. A catalog is also available online at the District's website starting in January at [www.wilmette39.org](http://www.wilmette39.org).

## INTERSCHOLASTIC & INTRAMURAL SPORTS

District 39 offers an interscholastic sports program for students at Highcrest Middle School (HMS) and Wilmette Junior High School (WJHS) as well as an intramural program. Details are included in the back-to-school information and emails through the year. Contact the Athletic Coordinator at WJHS for additional information or link to [Athletics](#) on the HMS and WJHS website.

## PRIVATE TUTORING

The Department of Curriculum and Instruction maintains a list of tutors for the convenience of our parents. The District assumes no responsibility for the cost of tutoring, nor does the district recommend tutors or tutoring services. Parents interested in obtaining a private tutor for their child are requested to contact the Department of Curriculum and Instruction or building principal. Teachers may not accept compensation for private tutoring or lessons for students enrolled in District 39 schools for whom they have professional responsibility. No certified employee shall provide private tutoring services or lessons to a student currently enrolled in a class (including the summer after) taught by the employee, or a sibling of a student currently enrolled in a class taught by the employee.

## ANNUAL ONLINE STUDENT REGISTRATION

Each spring the annual student registration and fee payment is required. Using a student web ID number and a student web password parents can verify student and family information, complete school forms (internet safety, student photo, emergency information, field trip permission) and pay fees (transportation and instructional materials). A letter explaining the procedure and timeline is emailed to all families. This process was developed as a convenience for parents and to improve the accuracy of student data. Parents who would like assistance registering may contact the school secretary.

## STUDENT FEES

The District furnishes textbooks and workbooks as well as art supplies and other instructional materials. Student fees cover only a portion of District 39's total cost of textbooks and materials.

The instructional materials and related fees for students in grades kindergarten and 1-4 during 2016-2017 will be as follows:

Kindergarten	\$100.00
Grades 1 - 4	\$195.00

iPad technology fee and instructional material fee for grades 5 - 8 during 2016-2017 will be as follows:

Grade 5: iPad fee	\$260
Grade 6: rent to own	\$310
rent only	\$260
bring your own	\$210
opt out	\$210
Grade 7: rent to own	\$335
rent only	\$285
bring your own	\$235
opt out	\$235
Grade 8: rent to own	\$335
rent only	\$285
bring your own	\$235
opt out	\$235

The instructional materials fees can be paid through the online student registration and fee payment system in the spring. A letter will be emailed explaining the timeline and procedure. Fees may be charged to MasterCard, Visa or Discover. Early bird discounts apply to these fees if paid by the last day of school. There will be a \$4.95 transaction fee for each credit card transaction, whether in person or online.

The fee for choral music is \$85.00 for grades 5 through 8. The instrumental music fee (includes Band and Orchestra) will be \$150 for grade 5, \$305 for grade 6, and \$385 for grades 7 and 8. Other elective courses may require separate materials fees. These fees will be paid after these classes begin in the fall.

A waiver of student fees is available for those District 39 families who properly apply and demonstrate need under the State of Illinois Free Lunch Program guidelines. A copy of the financial criteria for this program and instructions on how to apply for a waiver are available on the [Guide to Financial Assistance link](#) on the District website, in each school, or in the Business Office at the Mikaelian Education Center. Need for additional financial assistance should be directed to the building principal.

## DISTRICT 39 ANGEL FUND

District 39 has so much to offer, yet the cost connected with our music programs, fourth grade outdoor education, extra-curricular clubs and sports, classroom field trips, and bus transportation to and from school can put these activities out of reach for some families.

With community support, our Angel Fund can offer financial assistance to District 39 families in times of need. The Angel Fund is supported entirely through donations. Contributions of any size are welcome.

Requests for assistance from the Angel Fund are kept in complete confidence. If you know a family who could benefit from the Angel Fund, please let them know we are here to help.



## BEFORE-SCHOOL CHILD CARE

Before-school child care is offered to District 39 students in grades K-6. Qualified adults supervise the children under the direction of the program coordinator. The approximate ratio of students to staff in the before-school program is 10 to 1. Children can be enrolled for one to five days a week; a family using the program five days a week receives a discount in cost. The semester fees are:

1 day	\$147.00
2 days	\$275.00
3 days	\$371.00
4 days	\$468.00
5 days	\$585.00

Semester 1: August 24, 2016  
Semester 2: January 26, 2017

Parents should specify the days their child will participate at the time of registration. Registration obligates parents to pay for a full semester of services. Fees are due in full on the first day of each semester. The child care centers open at 7:00 a.m. Parents are required to sign their child in daily. Children are dismissed when the first bell rings. Please contact the Business Office for details at (847) 512-6036. For more information go to the [Before School Child Care link](#) on our website.

## AFTER-SCHOOL CHILD CARE

After-school recreational and child care activities are provided by the Wilmette Park District. A separate registration procedure is necessary to enroll children in park district programs. For information, please call Wendy Caspersen at the Wilmette Park District, (847) 920-3910.

## HOMELESS STUDENTS

Students who are homeless or who have no permanent abode are entitled entry into the schools. Homeless students may enter even without records, physicals or required immunizations. All efforts will be made to place the student in the appropriate educational setting and to obtain necessary records. If any parent has these circumstances, he/she should contact the building principal as soon as possible.

## TITLE I PROGRAMMING

### Reading Program

Reading services may be provided to students in addition to their regular reading in class. To qualify for the reading program, the District uses standardized test results and teacher recommendation. Before receiving the extra instruction, parents must be informed of the program objectives and must sign a permission form.

Parent involvement is strongly encouraged. Meetings are provided throughout the year for the purpose of reporting each student's strengths and weaknesses in the area of reading, along with sharing instructional strategies to enhance the student's reading ability. Every effort will be made to accommodate the schedule of parents if the meeting time(s) are held at a time that a parent cannot attend. Please call the reading specialist and/or classroom teacher to

set up conferences or special meetings outside the ones that our regular calendar provides.

### **Teacher Qualifications**

District 39 teachers and staff members based in buildings receiving Title I funding are “highly qualified” as defined by the No Child Left Behind Act. You are able to request pertinent information from the Assistant Superintendent regarding your child’s teacher as well as any paraprofessionals who serve your child.

### **SCHOOL-PARENT-STUDENT COMPACT**

Students are more likely to be successful in school if the school and families work closely together and share a common set of expectations. The purpose of a school-parent-student compact is to communicate a common set of expectations among parents/guardians, students, and the school staff so that every student attains high standards and receives a quality education. In conclusion, everyone has the responsibility to work toward the common purpose of student learning and development. Any conflicts that arise in this pursuit must be resolved in an effort to maximize the best interests of the learner. All parties are expected to use effective listening skills, reflection, problem solving skills, and thoughtful dialogue at every level to resolve conflicts and seek solutions.



### **DELIVERIES TO STUDENTS**

If it is necessary to bring an item to your child during the school day, please drop it off in the school office and the secretaries will make arrangements to have it brought to the child. Instructional time will not be disrupted for deliveries.

### **VISITING STUDENTS**

Visiting students from other schools are not allowed in the building during the school day. We do not allow other students (even relatives) to visit and sit in a classroom.

### **FIELD TRIPS**

In addition to educational benefits, field trips give students opportunities to develop self-discipline, self-control, consideration for other people, and to learn to behave appropriately in a variety of new situations. Parents are notified in advance of all field trip locations, times, methods of transportation, etc. Online consent by the parent is necessary for participation on field trips. If a student needs medication while on a field trip, the parent should contact the school health office in advance. The administration may place a restriction upon a student’s involvement in an out-of-school activity when, in the staff’s judgment, it is not in the best interest of the student to participate in the activity. The school will attempt to schedule field trips that are accessible to all children. Most field trip and enrichment activities are funded by PTA/O’s.

### **PARTIES AND FOOD**

Any food for parties may be brought to school and must adhere to District 39 guidelines regarding food in the classroom. Please note that we do not celebrate birthdays at school with balloons, games, crafts, clowns, or other types of entertainment that one would expect at an out-of-school party. Also, to avoid hurting someone’s feelings, we ask that you refrain from distributing birthday party invitations at school unless the entire class is invited. Please check with the teacher if you have any questions about these practices.

Elementary classes hold classroom parties for Halloween and Valentine’s Day. Additionally, parties occur on the day before winter break and at the end of the year. Please check with the classroom teacher prior to making any plans for these parties. None of these activities are required, and we are happy to provide alternate activities if you so desire.

Teachers may allow time during class for a mid-morning or afternoon snack. Should parents choose to send a snack to school with their children, fresh fruits and/or vegetables are the only snacks considered appropriate for our classrooms.

View [Communal food in Classroom PreK-8 Practices](#) for more information about District 39's food practices.

## **GIFTS**

Gifts from pupils to District 39 employees are discouraged. The Board of Education considers the writing of letters by students and/or parents to staff members to express gratitude and appreciation as more welcome and appropriate.

## **RELIGIOUS HOLIDAYS**

During fall, winter, and spring, religious holidays occur which relate to these seasons. District 39 recognizes an obligation to direct children's attention to important events in our society including holidays having religious significance. However, in promoting cultural awareness while maintaining religious neutrality, there are some considerations that teachers and administrators should keep in mind as classroom and school activities related to religious holidays are planned. Some holidays have a more religious orientation than others. Because our nation guarantees religious freedom, our schools should exercise caution in planning their activities so that they cannot be construed as religious devotions. The content of any school-wide holiday activities or programs should reflect the historical and cultural aspects of the holiday. Classroom teachers may engage in activities or programs to educate students on the history and tradition of these holidays, however, no celebration or activities to commemorate holidays that are devotional in nature shall be held in the schools. A copy of the complete Board of Education policy and accompanying administrative guidelines regarding religious holidays may be obtained from the Superintendent's office.

## **USE OF SCHOOL BUILDINGS**

School buildings may be available for activities for community groups operating within District 39, providing such use does not interfere with the proper operation of the schools for the children and are short-term in nature. Information on renting District facilities is available online or by contacting the business office. Outside groups must provide liability insurance coverage. Pre-approval is required, and all rental policies and procedures must be honored. Wilmette Public Schools District 39 is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities who plan to attend District events and require certain accommodation to allow them to attend and/or participate, or who have questions regarding the accessibility of the facilities, are requested to contact the Administrator for Student and Special Services.

## **HEALTH**

### **HEALTH SERVICES**

Parents have the primary responsibility for the health of their children. The school nurses provide emergency care for students who are sick or injured. The nurse's office is open in each school during school hours. Parents are encouraged to talk with the nurse about any health concerns they have about their child.

Parents may request that their child not participate in physical education classes for up to three consecutive days with a written note to the school nurse, who will then contact the teacher. Physical education excuses for more than three days must be signed by a doctor with the exact time frame of day(s) a student is to be excused. Students who have been excused from physical education will not participate in physical activity at recess.





## STUDENT ILLNESS

To safeguard the health of all the children, parents are requested to keep any child at home who is apparently not feeling well. Communicable diseases like chicken pox, strep throat, scarlet fever, mumps, fifth's disease, pink eye, and any illness with diarrhea must be reported to the school nurse right away, who will notify the Wilmette Health Department.

Children with communicable diseases should remain at home until they have been on an antibiotic for at least 24 hours and cleared by a physician to return. Students should not return to school following an illness until they have been fever-free without fever-reducing medication, vomiting, or diarrhea for at least 24 hours, or until the doctor has provided medical clearance. Illnesses like mononucleosis should be reported to the nurse so that program modifications can be made.

Head lice (pediculosis) is a nuisance and not a disease. It can be easily treated in individual situations, but lice are highly communicable and can create a difficult situation in the school. Most people do not like to talk about lice, but all socioeconomic levels can be affected. Pediculosis is not associated with

personal hygiene. Lice can be picked up from any close contact, including sharing of combs, brushes, scarves, hats, and caps or from rugs, pillows, sleeping bags, and furniture. Parents should be aware of the stages of lice and are urged to check their children's scalps prior to the opening of school and after any lengthy vacation period. Once lice is detected, students are not permitted to attend school until they have been properly treated. The school nurse will monitor and exclude students according to the Center of Disease Control guidelines.

## STUDENTS WITH CHRONIC COMMUNICABLE DISEASES

Students with chronic communicable diseases may attend school whenever the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote (and is outweighed by the detrimental effects of placing the student in a more restrictive setting). Upon being informed that a student has, or is reasonably suspected of having, a chronic communicable disease, an employee shall immediately inform the school principal and the nurse.

The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The school will make reasonable accommodations when making decisions about programming. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase.

## PHYSICAL, DENTAL, AND EYE EXAMINATIONS AND IMMUNIZATIONS

Physical examinations are required of all students, entering preschool, kindergarten, and sixth grades, as well as for students transferring from another state or from another country. Physical examinations must have been completed within the previous twelve months. The date of the physical examination must be recorded on the form with the physician's signature. The Illinois Department of Public Health and the Illinois State Board of Education also mandate that all children be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps,

rubella, varicella and hepatitis B. Illinois state law requires school districts to exclude students who have not met the requirements for a physical exam with current immunizations by October 15.

The Cook County Department of Public Health conducts free immunization clinics. For further information, call (847) 818-2860.

If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the physician responsible for the performance of the health examinations shall note that fact on the physical examination form. Parents objecting to physical examinations and/or immunizations on religious grounds must submit the Illinois Certification of Religious Exemption Form.

A dental examination is required for students in kindergarten, grade 2, and grade 6 by May 15. Physical and dental examination forms are available from the school health office or secretary, or downloaded from District 39's website from the [Health Information link](#).

All kindergartners and any student enrolling for the first time in a public, private, or parochial school shall submit proof of an eye exam. Please note that the Illinois Department of Public Health requires children ages 6 or younger who are attending school to receive lead screening. Documentation of this procedure appears on the physical examination form. Please call your pediatrician should you have questions regarding this screening.

## EMERGENCY INFORMATION

In the spring, parents will complete emergency information using the online student registration system. A letter will be e-mailed home explaining the timeline and procedure. This provides school personnel with necessary information in the event of a child's illness and/or accident. **It is the parents' responsibility to keep the emergency information current.** If changes occur after the online registration, please contact the school health office to make corrections.

Should there be a change in a child's health status at any time, it is the parents' responsibility to inform school personnel. If a health problem persists during the year, the health office may communicate with parents and urge a more definitive examination.

**Parents who will be away for any extended time while their children are in school should give written notice** to the school office, and provide the name and phone number of the person responsible for the children.

District's 39 insurance does not cover student accidents. If your child has an accident at school you must access your own medical insurance.

## MEDICATION

Parents have the primary responsibility for the administration of medication for their children. Only those medications which are absolutely necessary to maintain the child in school and must be given during school hours will be administered. The building nurse or administrative school employee shall be responsible for administering and recording medication given to students. Other school personnel may volunteer to administer medication if they have been instructed by an administrator. If a student needs medication on a field trip, the parent should contact the school health office in advance.

All medications at school are dispensed through the nurse's office, including over-the-counter medications. **For the safety of all students, medications may not be held by a student for self-administration except for EpiPens and asthma inhalers, as authorized by the student's physician. All other medication taken at school must be kept in the health office and administered by school personnel.**

A **Medication Authorization Form**, available from the school nurse, and at [www.wilmette39.org](http://www.wilmette39.org) (click on "Parents" then "Health Information") is required to be on file in the nurse's office for all prescription, over-the-counter, and self-administered medication (EpiPens and inhalers). This form must be completed and signed by the parent and the child's physician, and brought to the nurse's office with a bottle of the

medication (in its original container). Medication sent to school in baggies, envelopes, school lunches, etc., will not be administered.

When having the prescription filled, please ask the pharmacist to give you a second, properly labeled bottle for the school. Unused medication must be picked up by the parent at the end of the school year.

### **VISION AND HEARING SCREENING**

Students in District 39 are screened for visual and hearing acuity following state mandates. Parents are only notified if a problem is detected. In addition to school screenings, the district, in cooperation with the Wilmette Health Department, offers a free pre-school vision and hearing screening program for children ages 3-5. **Registration** will be conducted in person on Thursday, September 8, 2016 and Friday, September 9, 2016 from 8:30 a.m. to Noon at the Mikaelian Education Center (MEC) at which time an appointment will be scheduled and games used to prepare children for the screening are distributed. The **screening** will be scheduled for Saturday, September 10, 2016 from 8:30 a.m. until noon at the MEC.

## **SAFETY**

### **SCHOOL SECURITY**

School security at each site in the Wilmette Public Schools includes the following: 1. All doors to the building are secured, including the front entrance door. Signs are posted on all doors indicating that visitors are to report to the front entrance. 2. Visitors, including parents or volunteers, must report to the school office, and present their drivers license or government ID. Through the Visitor Management System a badge will be produced for them to wear while they are inside the building. 3. Outside doors used for recess and lunch hour activities are equipped with card entry systems to allow supervisors access. 4. Each school building is equipped with security cameras. Recordings are shared with the Village of Wilmette Police Department to aid with investigations. In addition, each individual school may decide on other security pro-

cedures unique to that facility. Some special security procedures will remain confidential.

### **PERSONAL BELONGINGS**

Please do not allow your child to bring valuable items to school. The school cannot be responsible for the safety of these items or other personal belongings. If your child brings a cell phone to school, it is expected that it will be used at appropriate times and not a distraction from learning.

### **EMPLOYEE BACKGROUND CHECKS**

The Illinois School Code and Board of Education policy require that all school employees undergo a fingerprint-based criminal history background check as part of their employment process. Each newly hired employee is also checked against two databases - the Statewide Sex Offender Database and the Statewide Child Murderer and Violent Offender Against Youth Database. This requirement also extends to any firms who hold contracts with the school district whose employees have direct, daily contact with students. This public information is available to parents and students at the following website <http://www.isp.state.il.us/sor>

### **FIRE AND DISASTER DRILLS**

Routine fire and emergency drills are conducted for the safety of students. These drills familiarize students with the location of the nearest exits, the procedure for evacuating the building, and where to take cover in the building in case of a pending disaster, such as a tornado or crisis. Children are taught that the disaster drill signal is distinctly different from the fire drill signal.

### **EMERGENCY SHELTER LOCATIONS**

In the event of a school emergency, an off-site location has been assigned for each facility. In the event it is not safe to remain in a school building but is safe to leave the school, students will be escorted to predetermined shelter locations. With this action, parents will be notified of an off-site reunification location. There will be a high level of security in allowing children to leave the site and reunite with their families. District 39 will make every attempt to

communicate with parents. Although difficult to do, parents should remain calm and wait for information and direction from the district.

### **STREET CROSSING GUARDS**

Paid crossing guards, under the supervision of the Wilmette Police Department, are available to cross children at designated locations before and after school only. Crossing guards are not on duty at lunch, for morning kindergarten dismissal, or for afternoon kindergarten arrival. Children should be taught to cross these streets only when a crossing guard is present and/or at marked pedestrian crosswalks. Preferred walking routes for elementary schools and Highcrest are accessible online from each school's website.

### **BICYCLE SAFETY**

Bicycle safety instruction is taught in the spring of grade 2. In 4th grade, a review class is also completed. Students are strongly encouraged to wear safety helmets. Bicycle riders should walk their bicycles on school property for the safety of all concerned. Failure to abide by this rule will result in the loss of bicycle privileges for the child. Bikes should be parked in the bike racks. For security purposes, all bikes must be chained and locked.

Students are urged to use the safest route to and from school and to be acquainted with bicycle safety rules. It is recommended that all bicycles be licensed by the Wilmette Police Department. Bicycles are considered vehicles and must be used in a manner which conforms to all laws pertaining to vehicles. Scooters, skateboards, roller blades, etc., all fall into this category. Additionally, none of these items may be ridden on sidewalks or blacktop adjacent to school property.

Prior to bicycle safety instruction in grade 2, parents are encouraged to accompany their children to and from school when riding bicycles.

### **ANIMALS ON SCHOOL GROUNDS**

No animals are allowed on school grounds without prior approval from a building administrator.



### **NO SMOKING**

To promote the safety, health, and well-being of all employees and students in the District, smoking is not permitted in District buildings or on District property.

### **DRUG FREE SCHOOLS**

In accordance with the federal Drug Free Schools and Communities Act of 1989, and according to District 39 policy, parents, students, and employees will be given this information about local drug and alcohol counseling, treatment, and rehabilitation or re-entry programs. Local resources include:

Advocate Addiction Treatment Program (847) 795-3900

Alexian Brothers Behavioral Health Hospital (847) 882-1600

Highland Park Hospital - Chapman Center, Chemical Dependency Unit (847) 480-3720

Northwest Community Hospital Youth Center (847) 618-2700

Peer Services Evanston (847) 492-1778 Glenview (847) 657-7337

Resurrection Behavioral Health (847) 493-3575

Resurrection Healthcare/St. Francis Hospital, Mental Health Center (847) 316-6253

### **GENDER EQUITY/SEXUAL HARASSMENT**

No student in District 39 schools shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered by the District. District 39 is committed to having a community in which every individual has an equal opportunity to work, learn, and develop to his or her full potential in an atmosphere free from all forms of harassment. District 39 students and staff shall not be subject to discrimination on the basis of race,

color, nationality, ancestry, sex, sexual orientation, gender identity, age, religion, physical or mental disability, status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status including pregnancy. Students or their parents should notify the District Complaint Managers, Denise Thrasher or Tony DeMonte if they believe that the School Board, its employees, or agents have violated their rights under Federal or State Law or Board of Education policy. The Assistant Superintendent serves as the District Complaint Manager. The grievance procedures are part of Board of Education policy ( 2:260) and are available from the Department of Human Resources.

### **REPORTING CHILD ABUSE AND NEGLECT**

State law requires all school staff to report any suspected child abuse and/or neglect to the Illinois Department of Children and Family Services. The Department maintains a centralized “Hotline” to facilitate reporting, 800-252-2873. A copy of the complete Board of Education policy and administrative guidelines regarding the Abused and Neglected Child Reporting Act may be obtained from the Superintendent’s office.

### **ILLINOIS SEX OFFENDERS DATABASE**

In accordance with P.A.94-994 parents of children attending school may access information regarding registered sex offenders through the Illinois State Police website at [www.isp.state.il.us/](http://www.isp.state.il.us/).

### **ASBESTOS MANAGEMENT**

Each District school maintains an asbestos management plan describing asbestos containing materials in the building. Parents are invited to review plans at the school sites or at the Mikaelian Education Center (MEC).



## **STUDENT RECORDS**

### **REGISTRATION OF KINDERGARTEN AND NEW STUDENTS**

To be eligible for entry into kindergarten, a child must be five years of age on or before September 1 of the year of entry. Students transferred into the District will be accepted at the grade level determined by the building principal, parent, and recommendation of the previous school of enrollment. A birth certificate, dental, vision, and physical examinations are required by state law for each child entering kindergarten or entering from another school district. Proof of residency is also required, including a contract for the purchase of property or a lease agreement. If you move within the District, proof of residency is also required. Contact the school administrator for additional details.

### **SCHOOL RECORDS INFORMATION CHANGE**

Parents should give written notice to the school office of any change of address, telephone number, or student emergency information. Parents may share information concerning family illness or change of marital status with the school, if they believe it is in the best interest of the child. This information will be held in professional confidence.

### **TRANSFER FROM WILMETTE SCHOOLS**

Notice of transfer to another school should be given to the building principal in advance to permit the preparation of transfer records and to be sure district requirements are met. Parents are requested to sign a waiver releasing their child’s academic and

## STUDENT RECORD FILES

The Family Educational Rights and Privacy Act of 1974 governs the collection, maintenance, and dissemination of student records and information. The Wilmette Public Schools keeps individual records on each student as follows:

A **student record folder** is kept for each child in the office of the principal of the school attended. It contains basic identifying information, student and parents' names and addresses, phone numbers, student's birth date and place, academic progress reports, achievement and ability test scores, attendance record, and a record of any instructional services received by the student while enrolled in District 39 schools.

Each **student health folder** contains health information, such as: physical and immunization records, record of prolonged illnesses, and vision and hearing screening results. The health folder is maintained in the nurse's office in the school attended. Emergency health information is also on file for each student.

A temporary file is kept for all children referred for a case study evaluation with a 504 plan, or enrolled in learning disabilities, speech/language therapy, or any other special education program. The temporary file may contain referral information, observation and screening data, individualized education plans (IEPs), psychological evaluations, staffing and progress reports, physicians' reports, and records of other agencies having direct contact with the student, and other verified information deemed as relevant to the education of the student. These files are housed in the Department of Student and Special Services at the Mikaelian Education Center (MEC).

### Transfer of Records

According to the Illinois School Student Records Act of 1975 as amended, student records must be transferred to another school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school, and upon parent request.

Before moving or transferring to a new school,

parents are invited to review their child's school records. Records forwarded to the receiving school consist of the pupil's student record folder, student health folder, and temporary file.

### Upon Eighth Grade Graduation

Student record folders, health folders, and temporary files for children graduating from eighth grade in June are forwarded to New Trier High School, or to any other public high school designated by the parent, at the close of school. Parents of eighth grade graduates receive a letter each fall from the District stating what records will be sent to high schools and the record transfer procedures.

If parents wish to review and inspect their child's records, they are asked to contact the principal at Wilmette Junior High School for an appointment. Parents may review their child's records at any time during the school year. If parents choose not to review the records at this time, they still have the right to do so at a later date when their child is in high school.

### Inspection

Parents are welcome to inspect and review their child's school records by calling the school principal and scheduling an appointment at a mutually convenient time. Parents will be asked to sign a written form stating which records were examined, which parent or guardian examined them, and the date of the examination. This procedure will verify who in fact has seen the student's records. Parents unknown to the school administrator will be asked for identification. This is done to protect the privacy of the student. Parents are invited to discuss the contents of their child's records with the school administrator.

### Parental and Student Rights

Pertaining to student records kept by the school, parents have:

1. The right to inspect and copy, at the parents' expense, any permanent and temporary records. The cost of each copy is not to exceed the current rate. No person shall be denied copies due to an inability to bear such cost. Requests for



access and review shall be made to the school principal and shall be granted within 10 school days after the request has been received.

2. The right to challenge the contents of student records. Following the review, the parents have the further right to challenge and correct or delete information deemed either inaccurate, misleading, or otherwise inappropriate at the discretion of the principal.
3. The right to request a hearing before a hearing officer appointed by the Superintendent, should an issue concerning a challenge be unresolved. The hearing is requested by completing a form provided by the school. The hearing appointment shall be set within 15 school days of receipt of the form by the Superintendent or his designee. If the hearing does not resolve the issue, the parents have a further right to request a hearing before the Superintendent of the Educational Service Region.
4. The right to control access and release of school student records and the right to request a copy of information released.

### School Rights

The school reserves the right to grant access to, or release specific information from, school student records without parental consent or notification only to:

1. An employee or official of the school, school district, or the State Board of Education, provided such employee or state official has a current demonstrable educational interest in the student and the records are in furtherance of such interest.
2. Any person for the purpose of research, statistical reporting or planning, provided that:
  - a. Such person has the permission of the State Superintendent of Schools.
  - b. No student or parent can be identified from the information released.
3. Pursuant to a court order provided that the procedures outlined in 105 Illinois Compiled Statutes (ILCS) 10/6 are observed.

Students' cumulative records, health file, and special education files, if available, are sent to New Trier upon eighth grade graduation unless otherwise specified. The permanent record includes such information as the student's attendance data, academic transcript, and proof of identity. The schools maintain student temporary records during the period of usefulness to the student and school, and in no case longer than 5 years following graduation, transfer, or permanent withdrawal. The temporary record includes such information as the student's academic testing, progress reports, and special education records. The Board of Education policy and the administrative guidelines regarding student records may be obtained by contacting the Superintendent's office.



## SPECIAL EDUCATION SERVICES

The Department of Student and Special Services offers special educational and related services for children with identified learning needs that limit educational development in the regular classroom setting. In Illinois, the term special education refers to educational provisions made for the education of students who have physical, mental, and/or emotional disabilities.

The District provides screening and/or case study evaluations of children when referred by teachers, parents, or other staff professionals. When a child is diagnosed and eligible, special education instruction, speech and language therapy, and/or school social work may be provided to individuals or small groups of students while they remain assigned to regular classrooms for the majority of the school day.

Diagnostic services and special programs are provided for children identified as having learning problems. All local programs and services are viewed as supportive services to children, parents, and regular classroom teachers.

Programs available to District 39's children include:

- School health services
- Speech and language services
- Psychological services
- School social work services

- Learning disability services
- Home and hospital instruction services
- 504 Plan
- Other special education services

Further information may be obtained by calling the Department of Student and Special Services or checking the District 39 website, [www.wilmette39.org](http://www.wilmette39.org).

### Services to Private and Parochial School Students

District 39 provides full evaluations and limited special education services for students attending private and parochial schools within District 39 boundaries. Evaluations and services for District 39 students attending private schools outside of the District are provided by the public school where the private school is located. All procedural matters and program eligibility standards must be in compliance with state and federal rules and regulations, as these services to students, their parents, and to the staff are funded under the auspices of IDEA-2004.

### Special Education Opportunities

All public schools are required to provide a continuum of special education services, individually or in cooperation with other school districts. District 39 offers a comprehensive program, but from time to time relies on external placements for children with special needs. The Northwest Suburban Special Education Organization, (NSSEO), is an educational cooperative of several districts serving students who are deaf and/or hard of hearing. Additionally, District 39 relies upon private placements when needed.





## EARLY CHILDHOOD SERVICES

### Screening

District 39 provides screening services for infants, toddlers, and pre-school children in the community. The purpose of screening children is to identify developmental delays in speech and language, motor development, learning ability, or emotional and social growth. Vision and hearing are also tested. Children who are found to have concerns will be referred for a case study evaluation. This is not a kindergarten readiness screening. The first screening will be September 23, 2016. Additional screenings will be held throughout the school year. Advance registration is required. Parents who have questions about the screening program or wish to register for a screening are asked to call the Department of Student and Special Services at (847) 512-6044.

### Services

District 39 offers a continuum of services to meet the unique educational needs of birth-to-five-year-old children. Itinerant speech and language therapy is available for preschool children identified with mild to moderate delays. Inclusion consultation with Wilmette community preschools is available on a limited basis to assist in supporting children with disabilities in the community. The District also offers two Early Childhood Programs. The half-day Connecting Kids Preschool is an integrated developmental program designed to meet the needs of children with and without disabilities. Students without disabilities pay a yearly tuition. There is also a full-day preschool program providing an intensive level of support for children with special needs that are in the severe to profound range. The staff for both programs includes certified early childhood and special education teachers, speech and language pathologists, physical therapists, occupational therapists, a social worker, a school psychologist, and paraprofessionals. For more information please call Julie Pease, Early Childhood Coordinator at (847) 256-0211 Ext. 6463 or go to the [Preschool Education & Developmental Services link](#) on the district website. Registration forms for tuition paying students as well as other program information can be found on this link.

## EDUCATIONAL RIGHTS OF CHILDREN WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities with respect to admission into and access to treatment, employment, and education in programs and activities. In addition, the Reauthorized Individuals with Disabilities Education Act (IDEA-2004) guarantees a free, appropriate public education to all students with disabilities. This means that special education and related services must be made available at public expense, under public supervision and direction, and without charge. This program must provide appropriate educational experience, and an Individualized Education Plan (IEP) must be developed for each child. Parents with any questions concerning their rights or their child's rights in regard to special education should contact the Assistant Superintendent at (847) 512-6022.

### PASS39

PASS39 (Parent Association for Student Services for District 39) is composed of parents, staff, and community members in District 39. Members facilitate and promote communication and teamwork between parents of children who receive special education support services in District 39 schools and the District staff. The group works collaboratively with District 39 to provide information and resources. For more information, visit the [PASS39 link](#) on the District 39 website.

## DISTRICT 39 STUDENT SERVICES

The [Student Services web page](#) is designed to improve communication with parents, giving them information about current student service programs, educational resources, links to related websites, legal information, and staff contact information.

### PLEASE NOTE

*Dates, times, and locations listed in this handbook may be subject to change. This publication is for the use of District 39 families only. Any other use or reproduction is prohibited.*

## TECHNOLOGY

Students regularly access and interact with technology in District 39. Technology integration projects utilize interactive whiteboards, iPads, and computers and help teachers differentiate instruction.

Technology provides a way for students to research topics, collaborate on assignments, demonstrate learning, and publish work for a larger audience. District staff follow guidelines to protect student privacy, and parent permission is collected for student Internet use. In addition, online safety, digital citizenship, appropriate use, and cyber-bullying prevention are important components of District 39's curriculum.

Here is some general information on the technology agreements and policies in place for students. Direct links to each original document are also provided:

- School Board Policy 6:235 [Access to Electronic Networks](#) - This policy is referenced during the annual online registration process. It covers curriculum and appropriate online behavior, acceptable use, Internet safety, and authorization for electronic network access.
- School Board Policy 7:180 [Preventing Bullying, Intimidation, and Harassment](#) - Cyber-bullying means bullying through the use of technology or any technology communications. It also includes the impersonation of someone online that is deemed bullying behavior.
- [Student Computer and Internet Use Agreement](#) - Additionally referenced during the annual online registration process, this agreement reviews the responsibilities of students who access the Internet in District 39. Also listed are expectations for network etiquette, inappropriate use, and a list of prohibited behaviors related to computer and network use.
- [Personal Electronic Devices Acceptable Use Procedures \(AUP\)](#) - Students may be allowed to bring their own electronic devices to school as a replacement for print materials. In order to do this students must follow guidelines on how and

when to use the devices at school.

- [1:1 Learning Acceptable Use Agreement](#) - Students in our 1:1 learning program are presented with the rules and expectations of this agreement during the student 1:1 orientation program. Specific information on loss and damage to iPads, the iPad incident plan, caring for the iPad, and how to get support are some of the items covered in this document.

# 2016-2017 School Year Calendar

## 2016

AUGUST	22	Monday	Opening Teacher Institute Day
	23	Tuesday	Teacher Institute Day
	24	Wednesday	Half Day Attendance/Teacher Institute Day
	25	Thursday	First Full Day of School
SEPTEMBER	5	Monday	NO SCHOOL - Labor Day
	30	Friday	NO SCHOOL - Teacher Institute Day
OCTOBER	3	Monday	NO SCHOOL - Rosh Hashanah
	12	Wednesday	NO SCHOOL- Yom Kippur
	31	Monday	EARLY RELEASE for students - School Improvement Planning
NOVEMBER	10	Thursday	NO SCHOOL-Parent/Teacher Conferences
	11	Friday	NO SCHOOL -Parent/Teacher Conferences
	21	Monday	NO SCHOOL-Professional Development Day
	22-25	Tues. through Fri.	NO SCHOOL - Thanksgiving Break
DECEMBER	19 - January 2, 2017		NO SCHOOL - Winter Break

## 2017

JANUARY	3	Tuesday	School resumes after Winter Break
	16	Monday	NO SCHOOL-Martin Luther King Day
	27	Friday	EARLY RELEASE for students- School Improvement Planning
FEBRUARY	20	Monday	NO SCHOOL - Presidents' Day
MARCH	27 - 31	Mon. - Fri.	NO SCHOOL - Spring Break
	28	Monday	School resumes after Spring Break
APRIL	14	Friday	NO SCHOOL-Good Friday
	20	Thursday	EARLY RELEASE for K-4 (Parent/Teacher Conferences)
	21	Friday	NO SCHOOL K-4 Parent/Teacher Conferences
			5-8 Professional Development Day
MAY	29	Monday	NO SCHOOL - Memorial Day
JUNE	9	Friday	Last day of school for students (if no snow days are used)

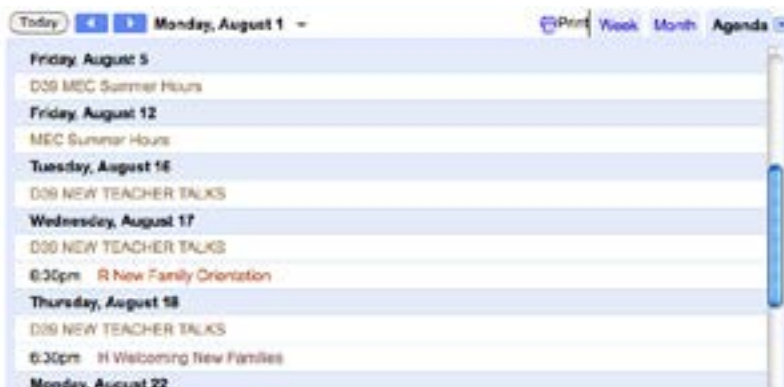
June 10 - 16 are reserved as school attendance days in the event of emergency closings during the school year.

# Accessing District 39 Online Calendar

To see details of an event, click on the name of the event and a pop-up will appear.

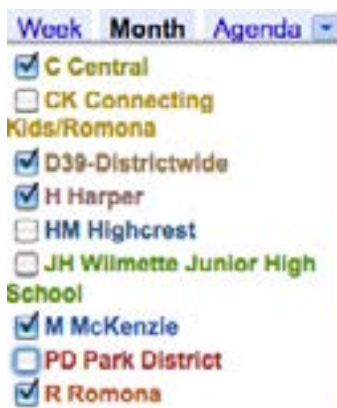


Click on the tab marked "Agenda" and you'll see upcoming events in list format.



Click on the tab marked "Week" to see one weeks' worth of events in calendar form (especially useful for weeks where a lot is happening, e.g., first week of school).

To choose to view only a select few schools, click on the downward facing triangle in the upper right hand corner; from the list that appears, de-select the schools/calendars you don't wish to see. This can de-clutter the calendar view for you quite a bit.



If you have a Google Calendar account you can subscribe to any of the D39 calendars so that they appear in your Google Calendars, with live data (i.e., automatically updated). Just click on the "+Google Calendar" button in the lower right hand corner and you'll be taken to Google Calendars and presented with a list of calendars to choose from.

