

2020-2021 Parent Handbook



District 39
Wilmette Public Schools
615 Locust Road
Wilmette, IL 60091
www.wilmette39.org
847-512-6000

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From Dr. Cremascoli

Dear District 39 Families,

The partnership between home and school plays a critical role in the social, emotional and academic success of our students. In order for this partnership to succeed, we as a school have outlined the expectations we have for ourselves and for our District students and parents. These expectations are organized here in the District 39 handbook for easy reference.

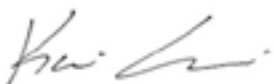
The handbook is a valuable resource that contains information on a variety of school-related procedures and expectations. The handbook is available on the D39 website. It contains an easy-to-use bookmark link system which will allow you to find the information you need in an efficient manner.

Please take a moment to familiarize yourself with the contents of the D39 handbook and the related addenda for your child's school. Speaking as a parent myself, spending an hour reviewing the handbook in August can save countless phone calls and questions throughout the year. We hope this information proves useful to you, as well.

One of our strategic goals for the 2020-2021 school year focuses on creating a culture of empathy in our students and throughout our school buildings. Our teachers and administrators will continue District 39's commitment to providing a safe and equitable learning environment for students and staff. They will expand upon this work as we seek additional ways to guide our students to become socially responsible, compassionate and productive citizens of a global society. Creating a culture of engaged, connected and kind learners who accept and respect those around them will support the success of all students and our community as a whole. I invite you to join us in this District-wide mission to better our community by reviewing the Student Conduct/Discipline appendix at the end of the handbook with your child.

Please feel free to reach out to your child's teacher and/or principal if you would like any additional information regarding specific classroom and school expectations, or with any questions or concerns you may have about the information contained within this handbook. Should you require further clarification or if you have a question that impacts multiple buildings, please do not hesitate to contact me directly. Through open communication and partnership, I am confident that we can work together to ensure our children have an exceptional school year and a wonderful foundation for their future success.

Your partner in education,



Kari Cremascoli, Ph.D., Superintendent
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Directory • Schools



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(847) 512-6100 • fax 251-4086
Rebecca Littmann, Principal
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Taylor Harvey, Assistant Principal
harveyt@wilmette39.org



Harper School • attendance phone 847-512-6250
1101 Dartmouth Street
(847) 512-6200 • fax 251-4176
Aaron Dubnow, Principal
dubnowa@wilmette39.org
Elena Ryan, Assistant Principal
ryanel@wilmette39.org



McKenzie School • attendance phone 847-512-6350
649 Prairie Avenue
(847) 512-6300 • fax 251-4067
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Anthony Haduch, Assistant Principal
haducha@wilmette39.org



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600 Romona Road
(847) 512-6400 • fax 251-4153
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847-512-6463
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569 Hunter Road
(847) 512-6500 • fax 256-0083
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jacksonk@wilmette39.org
Susan Carlson, Assistant Principal-6th
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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 MISSION

District 39's mission is to nurture, guide, and challenge students to become creative thinkers, collaborators, and socially responsible, compassionate, and productive citizens of a global society.

We provide an environment that supports the academic, social-emotional, and physical well being of each student by:

- Ensuring all staff are highly qualified and well supported
- Fostering strong partnerships with parents and the broader community
- Balancing educational priorities and fiscal responsibilities to best support our students and community.

STATEMENT OF INCLUSION

District 39 believes inclusion plays a vital role in student growth. We are committed to providing a safe and equitable learning environment that fosters a mindset of empathy, respect, and belonging for all District 39 students and staff.

By respecting each person's unique identity, perspective, and learning style, we create a stronger community. We honor differences including races and cultures, genders and sexual orientations, abilities and aspirations, identities and affiliations, socioeconomic and world views. Embracing diversity prepares our students to thrive in an increasingly complex global community.

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

The District 39 Board of Education annually approves an updated Strategic Plan, which is divided into three sections:

- Annual Business includes goals and outcomes that recur regularly.
- Continuing Initiatives are those started in a previous year, but remain an area of focus in the current year.
- New Strategic Initiatives are in the early stages of development and represent a new area of focus for the District.

With a priority on core subject teaching and learning, the plan promotes the development of characteristics of successful learners, social responsibility, collaboration, and global perspectives.

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 the District's website 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; report cards twice a year
- 5-6 Parent-teacher fall conference annually; spring student progress report; report cards twice a year
- 7-8 Parent-teacher fall conference annually; report cards twice a year alternating with student progress reports twice 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
- District and school social media including Facebook, Twitter, and Instagram
- Community cable TV Channel 6 (WCTV) broadcasts
- Community news sources

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 administrators are available as needed to facilitate this process. In addition, we require 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 administrators, they should contact the Superintendent.

DISTRICT 39 WEBSITE

The District 39 website, www.wilmette39.org is an important communication tool. 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 expectations, 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 information from the District to parents. Texts are primarily used for emergency notifications from the District, or for reminders or quick updates. Parents can stop receiving non-emergency text messages at any time.



SOCIAL MEDIA-DISTRICT USE

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, and Instagram. Links 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.

STUDENT INFORMATION & PUBLICITY TERMS TO KNOW

- **Student Information** encompasses photos, video or audio recording, worksample, and activities.
- **District 39** or **District** includes all schools and staff members
- **Publicity** encompasses publications, web sites and presentations.

District 39 often wishes to share the accomplishments of its students with the community directly. In addition, outside media outlets may visit District schools to cover students involved in activities. In both cases, names of students may be used along with photos or videos. District 39 will not distribute a student's home address or home or cellular phone number to a member of the media without specific parent permission. The District does not use any student information, photo or video for paid commercial purposes. Parents/guardians who **DO NOT wish to have their student's information used in this manner should complete and submit the Do Not Use Student Photo or Information Form.** Submission of this form will apply for the 2019-2020 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.**

SOCIAL MEDIA & SCHOOL EVENTS

District 39 understands that parents like to take pictures and videos during school events for personal use. The safety and security of our children is of utmost importance, and we ask parents to be respectful of the privacy right of others. Many parents prefer not to have their child's image posted on social media. Since parents sometimes include children other than their own in these moments, District 39 discourages posting or sharing these pictures or videos through social media, either live streaming or later, as many times the audience can be larger than intended. The District, schools, and staff all utilize social media that often includes students. However, all District representatives are aware of privacy requests and are able to ensure that only students with appropriate permissions are featured on social media.

PTO's AND PTA's

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 regular 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, or library/learning commons. 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 for the community and partners with District 39 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.



DAY TO DAY ESSENTIALS

SCHOOL HOURS

Lechner Early Education Program
 Morning 8:45 a.m. to 11:05 a.m.
 Afternoon 12:40 p.m. to 3:00 p.m.

Elementary Schools
 Morning Kindergarten 8:35 a.m. to 11:10 a.m.
 Afternoon Kindergarten 12:40 p.m. to 3:15 p.m.
 Grades 1-4 Monday -Thursday..... 8:35 a.m. to 3:15 p.m.
 Grades 1-4 Friday 8:35 a.m. to 2:15 p.m.
 First Bell..... 8:30 a.m.
 Class Begins 8:35 a.m.

Highcrest Middle School
 Grades 5-6 8:50 a.m. to 3:35 p.m.
 First Bell..... 8:40 a.m.
 Class Begins 8:50 a.m.

Wilmette Junior High School
 Grades 7-8 8:25 a.m. to 3:10 p.m.
 First Bell..... 8:15 a.m.
 Class Begins 8:25 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. Parents will be notified by email, text message, and/or an automated telephone call. 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, texts, phone messages, 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

Lechner Early Education Program
 Morning 9:45 a.m. to 11:05 a.m.
 Afternoon..... 12:40-3:00 p.m.

Elementary Schools
 Morning Kindergarten 9:35 a.m. to 11:10 a.m.
 Afternoon Kindergarten 12:40 p.m.-3:15 p.m.
 Grades 1-4 9:35 a.m. to 3:15 p.m.

Highcrest Middle School
 Grades 5-6..... 9:50 a.m. to 3:35 p.m.

Wilmette Junior High School
 Grades 7-8 9:25 a.m. to 3:10 p.m.



2020-2021 EARLY RELEASE DAY SCHEDULE

August 31, 2020

Elementary Schools
 Morning kindergarten students with the last names A-K8:40-9:25
 Morning kindergarten students with the last names L-Z10:25-11:10
 Afternoon kindergarten students with the last names A-K 1:00-1:45
 Afternoon kindergarten students with the last names L-Z2:15-3:00
 Grades 1-4 8:35 a.m. to 11:55 p.m.
Highcrest Middle School
 Grades 5-6 8:50 a.m. to 11:46 a.m.
Wilmette Junior High School
 Grades 7-8 8:25 a.m. to 11:20 a.m.

October 30, 2020

Lechner Early Education Program
 No Morning or Afternoon Preschool
Elementary Schools
 Morning Kindergarten 8:35 a.m. to 10:00 a.m.
 No Afternoon Kindergarten
 Grades 1-4 8:35 a.m. to 11:55 a.m.
Highcrest Middle School
 Grades 5-6 8:50 a.m. to 11:46 a.m.
Wilmette Junior High School
 Grades 7-8 8:25 a.m. to 11:20 a.m.

January 29, 2021

Lechner Early Education Program
 No Morning or Afternoon Preschool
Elementary Schools
 Morning Kindergarten 8:35 a.m. to 10:00 a.m.
 No Afternoon Kindergarten
 Grades 1-4 8:35 a.m. to 11:55 a.m.
Highcrest Middle School
 Grades 5-6 8:50 a.m. to 11:46 a.m.
Wilmette Junior High School
 Grades 7-8 8:25 a.m. to 11:20 a.m.

April 22, 2021 - EC-4 Early Release

Lechner Early Education Program
 No Morning or Afternoon Preschool
Elementary Schools
 Afternoon Kindergarten 8:35 a.m. to 10:00 a.m.
 No Morning Kindergarten
 Grades 1-4 8:35 a.m. to 11:55 a.m.
 Grades 5-8 have a regular school hours

June 7, 2021

Last Day of classes Lechner Early Education Program

June 8, 2021

Last Day of classes for AM and PM Kindergarten

June 9, 2021

Elementary Schools
 Grades 1-4 8:35 a.m. to 11:55 a.m.
Highcrest Middle School
 Grades 5-6 8:50 a.m. to 11:46 a.m.
Wilmette Junior High School
 Grades 7-8 8:25 a.m. to 11:20 a.m.
 (If No Snow Days are Used)

ATTENDANCE

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 attendance line 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 Attendance Line may be called anytime, 24 hours a day, 7 days a week.

Attendance Lines

Central.....	847-512-6150
Harper	847-512-6250
McKenzie.....	847-512-6350
Romona.....	847-512-6450
Highcrest.....	847-512-6550
WJHS.....	847-512-6650

MAKE UP WORK

In the event of a K-4 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. At the 5-8 level, students should check Schoology for make up work and in-class materials before reaching out with requests.

Do not leave make up work requests on the attendance line. **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 letter or email request from a parent sent to the office, nurse, and homeroom teacher, 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 or schedules 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 \$575 round trip or \$333 one-way per child, if paid by the deadline. There is a late fee assessed for registrations after this date. Students registering late will only be placed on existing routes and stops when space is available and may not begin to ride the bus until approximately two weeks after the start of the school (exact date to be established annually).

Registration and payment for bus transportation for the 2020-2021 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 \$75 for one morning per week, \$150 for two mornings, or \$225 for three mornings, or \$333 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. 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 \$3.75 at the elementary schools and Highcrest Middle School, and \$4.15 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 (wilmette39.totaltalk12.com). If you need your username/family id and your password follow the prompt that will send your information to the email address that you used when you registered your children for school. You may also pay by check 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 in each school office or under Financial Assistance on the District website.

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.

HOMEWORK

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 ***remember to 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. Another 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 (HWA). See more information about HWA in the school addendum. If you find that homework is taking an inordinate amount of time, please contact the teacher right away.

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 in 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.

2020-2021 SCHEDULE FOR END OF QUARTERS, REPORT CARDS, PROGRESS REPORTS AND CONFERENCES

QUARTER 1

- October 30: End of 1st quarter
- November 5: WJHS progress reports go live
- November 12: Kindergarten/HMS/WJHS evening conferences
- November 13: Conferences for Grades EC-8

QUARTER 2

- January 22: End of 2nd quarter
- February 5: Grades EC-8 report cards and progress reports go live

QUARTER 3

- March 26: End of 3rd quarter
- April 13: HMS/WJHS report cards and progress reports go live
- April 22: Early Release/Conferences for Grades EC-4
- April 23: 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 (three times a week for 30 minutes)
- Technology (once weekly for 30 minutes)
- Library (once weekly for 30 minutes)

DIFFERENTIATED INSTRUCTION

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.

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.

At least one DST 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.

In addition, 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 Measure of Academic Progress (MAP) 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.

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.

INTERSCHOLASTIC & INTRAMURAL SPORTS

District 39 offers an interscholastic sports program for students at Highcrest Middle School (HMS) and Wilmette Junior High School (WJHS). 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 should 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 account name and password parents can verify student and family information, complete school forms, and pay fees. A letter explaining the procedure and timeline is emailed to all families. 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 1-7 during 2020-2021 will be as follows:

Kindergarten..	\$105
Grades 1 - 2 ...	\$205
Grade 3	\$210
Grade 4	\$205
Grade 5.....	\$275
Grade 6.....	\$275
Grade 7.....	\$330
Grade 8	\$315



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. The fee for choral music is \$88 for grades 5 through 8. The instrumental music fee (includes Band and Orchestra) will be \$155 for grade 5, \$316 for grade 6, and \$398 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 costs 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. The program is open every day school is in session. Qualified adults supervise the children under the direction of the program coordinator. The approximate ratio of students to staff is 10 to 1.

There are two ways to use the program, “regular” attendance for a set number of days per week and “drop-in” which allows parents to use the service as needed. Regular attendance requires payment by semester. Drop-in attendance is paid for by the day.

The elementary school child care centers open at 6:45 a.m., Highcrest child care opens 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 or visit the Before School Child Care link on our web page.

The semester fees are:

1 day	\$151
2 days	\$284
3 days	\$383
4 days	\$486
5 days	\$605

Drop-in per day is \$8.40

Semester 1: August 26, 2020

Semester 2: January 25, 2021

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 or our McKinney-Vento Liaison, Dr. Kristin Swanson, as soon as possible. More information can be found at the North Cook Intermediate Service Center [website](#).

TITLE I PROGRAMMING

Reading Program

Reading services may be provided to students in addition to their regular reading in class. To qualify students 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 may 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 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 is 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 measles, 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 mini-

mum 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 you 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 (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.

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. A badge will be produced through the Visitor Management System for visitors to wear while 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 procedures 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 or other electronic device to school, it is expected that it not be 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.

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/.

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 health records to that school.

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 a disability that impedes the student's ability to access or progress in the general education

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.

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 held early in 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 Lechner Early Education Program 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 Amanda Barton, Early Childhood Coordinator at (847) 512-6463 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 Administrator for Students and Special Services 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 & LIBRARY MEDIA

District 39 believes in equitable access to information and information technology to learn effectively and live productively in an increasingly global and digital society. We strive to empower students to become critical consumers and creative producers of information in our global society. We teach our students to become enthusiastic readers, skillful researchers, and ethical users of information by incorporating innovative technologies that promote learning through collaboration, creativity, communication, and critical thinking.

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. Also listed are expectations for network etiquette, inappropriate use, and a list of prohibited behaviors related to computer and network use.

2020-2021 School Year Calendar

2020

AUGUST	24	Monday	Opening Teacher Institute Day
	25	Tuesday	Teacher Institute Day
	26	Wednesday	Half-Day Attendance/Teacher institute Day
	27	Thursday	First Full Day of School
SEPTEMBER	7	Monday	NO SCHOOL - Labor Day
	28	Monday	NO SCHOOL - Yom Kippur
OCTOBER	12	Monday	NO SCHOOL - Teacher Institute Day
	30	Friday	EARLY RELEASE for students - School Improvement Planning
NOVEMBER	12	Thursday	NO SCHOOL-Parent/Teacher Conferences
	13	Friday	NO SCHOOL -Parent/Teacher Conferences
	23	Monday	NO SCHOOL-Professional Development Day
	24-27	Tues. - Fri.	NO SCHOOL - Thanksgiving Break
DECEMBER	21 - January 1, 2020		NO SCHOOL - Winter Break

2021

JANUARY	4	Monday	School resumes after Winter Break
	18	Monday	NO SCHOOL-Martin Luther King Day
	29	Friday	EARLY RELEASE for students- School Improvement Planning
FEBRUARY	15	Monday	NO SCHOOL - Presidents' Day
	26	Friday	NO SCHOOL - TOWNSHIP INSTITUTE DAY
MARCH	29 - APRIL 2	Mon. - Fri.	NO SCHOOL - Spring Break
APRIL	22	Thursday	EARLY RELEASE for K-4 (Parent-Teacher Conferences/Full Day Attendance for Grades 5-8)
	23	Friday	NO SCHOOL (K-4 Parent-Teacher Conferences) 5-8 Professional Development Day
MAY	31	Monday	NO SCHOOL - Memorial Day
JUNE	9	Friday	Last day of school for students (if no snow days are used) - Early Release Day

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

STUDENT BEHAVIOR/DISCIPLINE

APPENDIX

2020-2021 PARENT HANDBOOK

FACE COVERINGS

Consistent with guidance from the Illinois State Board of Education and the Illinois Department of Public Health, students must wear face masks at all times while in school buildings (except when eating or if necessary to play an instrument), on school buses, and outside when social distancing of six feet or more cannot be maintained. Students are expected to wear a face mask to school each day. Students who arrive at school without a face mask will be provided a disposable face mask at no cost.

The only exemptions to the face covering requirement are for students who are younger than two years of age, who have trouble breathing, who have medical conditions that make it difficult for them to wear a face mask, or who are otherwise unable to remove the face mask without assistance. Students who are exempt from wearing a face mask may also be provided with appropriate accommodations to ensure the safety of that student and the rest of the school community (e.g. wearing a face shield or remote learning). To request an exemption to the face mask requirement and an appropriate accommodation in lieu of a face mask for your student, please contact [Kristin Swanson, Administrator for Student Services, swansonk@wilmette39.org]. Documentation from the student's physician explaining the need for the exemption will be required for a student requesting an exemption from the face mask requirement. District personnel will contact the parent(s)/guardian(s) of all students requesting exemptions to discuss whether appropriate accommodations can be provided.

Students who refuse to wear face coverings may be subject to disciplinary consequences consistent with the Student Code of Conduct and Board Policy 7:190, *Student Behavior*.

STUDENT BEHAVIOR

As citizens of District 39, all students have rights to an education, basic security, and due process. The basic elements of due process are 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 and teach appropriate behaviors. 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. All discipline will be governed by Board of Education Policies, which are included below for reference. Student behavior is addressed through [Board Policy 7:190. Student Behavior](#).

Suspension: According to District policy, if removal from school is necessary to address serious disciplinary problems, [Board Policy 7:200. Suspension Procedures](#) will be followed. Disciplinary measures may include, but are not limited to: removal from the classroom; notification of parent(s)/guardian(s); 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. 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. Please see [Board Policy 7:190. Student Behavior](#) for additional information about banned items and substances.

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](#) are linked below.

Search and Seizure: In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. The building administrator(s) 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. Searches are governed by [Board Policy 7:140 Search and Seizure](#), please review the specific policy for additional information.

Bullying: 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. Specific information regarding bullying can be found in [Board Policy 7:180 Preventing Bullying and Other Aggressive Behaviors](#). Board Policy provides the definition of bullying as well as descriptions, prohibitions, and the steps for investigation.

Teen Dating Violence: District 39 [Policy 7:185 Teen Dating Violence Prohibited](#) 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.

Bus Conduct: Rules for student behavior on the bus are the same as school rules. All infractions will be referred to the school office using school's discipline system. Behavior on the bus is governed by [Board Policy 7:220 Bus Conduct](#), and specific information can be found in the District 39 Transportation Handbook. Students are expected to do the following:

- Take a seat promptly and remain in that seat for the remainder of the route.
- Follow the bus driver's instructions at all times.
- Wait for driver's/teacher's instructions as to how to proceed in the event of an emergency.
- Use emergency exits only for emergencies.
- Keep all body parts in the bus at all times.
- Engage in normal conversation: Excessive noise diverts the driver's attention.
- Refrain from eating or drinking.

Misconduct by Students with Disabilities: 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). The Department of Student Services can provide additional details, and the Board of Education [Policy 7:230 Misconduct by Students with Disabilities](#) provides additional information.

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, Kristin Swanson 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. Please see Policy 7:10 Equal Educational Opportunities for more information.

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. Students not adhering to their school's guidelines may be asked to change their clothing or call a parent for appropriate

clothing. 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. Please see [Board Policy 7:160 Student Dress](#) for more information.

Policy 7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to 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. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board of Education Policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board of Education Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of *The School Code*) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of *The School Code*).

Adopted: April 6, 1998

Revised: June 27, 2016

Policy 7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment As Well As Personal Effects Left There By Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, electronic devices, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and gender, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same gender as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Adopted: March 16, 1998

Revised: February 27, 2017

Policy 7:160 Student Dress

A student's appearance including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Parent/Student Handbook.

Adopted: November 10, 1997

Revised: January 23, 2017

Policy 7:180 Preventing Bullying and Other Aggressive Behaviors

Bullying is contrary to Illinois law and District policy. Bullying and other aggressive behaviors diminish a student's ability to learn and a school's ability to educate. Deterring students from engaging in these disruptive behaviors and providing all students access to a safe, non-hostile learning environment are important District goals.

The District prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below. Students are expected to act respectfully towards their peers and to avoid bullying and aggressive behaviors in their interactions with other students.

In addition, bullying that is based on actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, military status, unfavorable discharge status from the military service, 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 and may amount to a violation of a student's civil right and of Board policy 7:20 *Harassment*.

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, or intended to specifically target a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Aggressive conduct towards other students that is not severe or pervasive shall not be deemed as bullying but may constitute gross disobedience or misconduct leading to discipline under Board policy 7:190 *Student Behavior*, of any student engaging in such behavior. Students who engage in bullying conduct shall also be disciplined under Board policy 7:190.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and

community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and/or restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in the school, including without limitation, school administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying 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. Through the transmission of information from a computer that is accessed at a non- school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require school personnel members to monitor any non-school related activity, function, or program.

The Superintendent or designee shall develop and maintain a bullying prevention and response program that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment, based on the engagement of a range of school stakeholders, including students and parents/guardians. This plan must be consistent with the following requirements:

1. Defines bullying as provided in this policy.
2. Fully implements and enforces all applicable Board policies by including provisions that address the following:
 1. conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct,
 2. making reasonable efforts to complete the investigation within ten (10) school days after the report of the alleged incident was received, taking into consideration additional relevant information received during the course of the investigation of the reported bullying incident,
 3. involving appropriate school support personnel and other school personnel with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process,
 4. providing each student who is determined as a result of investigation to have violated this or other Board policies with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies,
 5. protecting students against retaliation for reporting such bullying conduct,
 6. ensuring consistency with federal and state laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal

- or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying, and
7. notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
3. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction. The District shall provide both the victim and the aggressor with information regarding services that are available within the District and community, such as counseling, support services, and other programs. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this may include taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
 4. Includes the use of interventions to address bullying, that may include, but are not limited to: school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, community-based services, bullying prevention, and character instruction in all grades in accordance with state law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
 5. Fully informs school personnel of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes:
 1. Communicating the District's expectation and the state law requirement that teachers and other certificated employees maintain discipline, and
 2. Establishing a clear process for school personnel to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and
 3. Requiring school personnel to notify the Building Principal or designee of the reported incident of bullying as soon as possible after the report is received.
 6. Encourages all members of the school community, including students, parents/guardians, District personnel, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence to the Complaint Manager(s), any Building Principal or any District employee. A student may make a complaint to any staff member whom the student is comfortable speaking. The District-named officials and all its staff members are available to help with a bully or to make a report about bullying. A report may be made orally or in writing. Anonymous reports are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.
 1. **Complaint Managers:**

<p>Name: Kristin Swanson</p> <p>Email: swansonk@wilmette39.org</p>	<p>Address: 615 Locust Road, Wilmette, IL 60091</p> <p>Telephone: (847) 512-6004</p>
<p>Name: Tony DeMonte</p> <p>Email: demontet@wilmette39.org</p>	<p>Address: 615 Locust Road, Wilmette, IL 60091</p> <p>Telephone: (847) 512-6007</p>
 7. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior. The building principal or designee shall, consistent with federal and state laws and rules governing student privacy rights, promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of services within the District and community, such as social work

services, counseling, school psychological services, other interventions, and restorative measures.

8. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
9. Prohibits reprisal or retaliation against any person who reports an act of bullying. A student's act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.
10. Does not punish a student for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.
11. Posts this policy on the District's website, includes it in the student handbook, and, where applicable, posts it where other policies, rules, and standards of conduct are currently posted. This policy must be distributed annually to students and their parents/guardians, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty. This includes annually disseminating information to all students, parents, and guardians explaining the serious impact caused by bullying, intimidation, or harassment, and that these behaviors will be taken seriously and are not acceptable in any form.
12. Complies with state and federal law and is consistent with all other Board policies, including without limitation, the following:
 1. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 2. 6:60, *Curriculum*. Bullying prevention and character instruction is provided in all grades in accordance with state law.
 3. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by state law.
 4. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 5. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 6. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 7. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 8. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. This includes prompting the Board to conduct a review and re-evaluation of the policy to make any necessary and appropriate revisions every 2 years, and file the policy with the Illinois State Board of Education after the Board adopts or updates it.

14. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 1. The frequency of victimization;
 2. Student, school personnel, and family observations of safety at a school;
 3. Identification of areas of a school where bullying occurs;
 4. The types of bullying reported; and
 5. Bystander intervention or participation.
15. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

Adopted: January 23, 2012

Revised: November 17, 2014; January 25, 2016; February 26, 2018; June 18, 2018; December 16, 2019

Policy 7:185 Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces all applicable Board policies including but not limited to Board Policy 7:20, *Harassment of Students*, and Board Policy 7:180, *Preventing Bullying and Other Aggressive Behaviors*.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 1. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 2. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in Board Policy 7:20, *Harassment of Students*.
3. Incorporates age-appropriate health education and social-emotional instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in Board Policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into

the District's educational program as required by State law and in alignment with Board Policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff on teen dating violence.
5. Notifies students and parents/guardians of this policy.

Adopted: January 27, 2014

Revised: January 23, 2017

Board of Education Policy 7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, or other similar devices.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana, and hashish, not subject to the terms in 3. d. below).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical

cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical infused cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, video recording device, personal digital assistant (PDA), smart watch, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or make recordings or transmissions in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is consistent with Board policy and District programs permitting use of electronic devices; (c) use of the device is provided in a student's individualized education program (IEP); or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 8. Disobeying a reasonable directive from a staff member or school official and/or rules and regulations governing student conduct.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, (as described in Board

policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school electronic device or a school network, or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
13. Creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Being absent without a recognized excuse; state law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by
 - a. being a member,
 - b. promising to join,
 - c. pledging to become a member, or
 - d. soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited
22. Entering school property or a school facility without proper authorization.
23. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
24. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce

physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Temporary removal from classroom.
2. Notification of parent(s)/guardian(s).
3. Disciplinary conference
4. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
5. Withholding of privileges.
6. In-school suspension. The Building Principal or a designee shall ensure that the student is properly supervised.
7. Detention provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Out- of School suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures, for acts of gross disobedience or misconduct. A student who has been suspended may also be restricted from being on school grounds and at school activities.
9. Suspension of bus riding privileges, in accordance with Board Policy 7:220, Bus Conduct.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
11. Notifying of juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to illegal drugs (controlled substances), "look-alikes", alcohol, or electronic cigarettes or other similar devices, weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
12. After school study or Saturday school provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
13. Return of property or restitution for lost, stolen, or damaged property.
14. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
15. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. 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.

Weapons

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for at least one calendar year, but no more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1)
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student’s parent(s)/guardian(s). School grounds “includes modes of transportation to and from school, school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct from school (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus, for up to 10 consecutive school days, The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Parent Handbook

The Superintendent or his/her designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A parent handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year on a student's enrollment. Administration will establish procedures that provide annual notification to parents about student disciplinary procedures and behavioral expectations in the parent handbook.

Adopted: March 2, 1998

Revised: February 19, 2008, January 23, 2012, November 18, 2013, November 14, 2016; June 17, 2019

Policy 7:200 Suspension Procedures

This policy becomes effective and replaces the policy on Suspension Procedures on the first student attendance day of the 2016-2017 school year.

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
 1. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 2. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 3. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 4. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 5. Depending upon the length of the out-of-school suspension, include the following applicable information:
 1. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 1. A threat to school safety, or
 2. A disruption to other students' learning opportunities.
 2. For a suspension of 4 or more school days, an explanation:
 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 3. That the student's continuing presence in school would either:
 1. Pose a threat to the safety of other students, staff, or members of the school community, or
 2. Substantially disrupt, impede, or interfere with the operation of the school.
 3. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Adopted: March 2, 1998
Revised: May 23, 2016

Policy 7:220 Bus Conduct

All students must follow the District's School Bus Safety Rules.

School Bus Suspension

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the Student Discipline Policy.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Adopted: April 6, 1998
Adopted: November 14, 2016

Policy 7:230 Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students and Students with Section 504 Plans

The District shall comply with the provisions of the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973 and the Illinois State Board of Education's Special Education regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Adopted: April 6, 1998

Revised: February 18, 2003, November 14, 2016

Drug Free Schools - Local Resources

- 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