



**West Northfield School District 31**

# **2021 -2022 Handbook**



Empowering every student to make a positive impact on tomorrow's community.



## West Northfield School District 31 Handbook

### **Superintendent's Message**

Welcome to the 2020-2021 school year! This handbook provides parents/guardians and students with important information regarding District policies and school procedures. It is intended to describe school policy, practices, rules and regulations and is a summary of the Board policies governing the District. Board policies are available to the public on the District's website. In addition, this handbook may be amended during the year without notice. Please take time to read through this handbook and discuss information with your children as appropriate for their age and development level.

The staff and I look forward to working with all of you during the school year to continue to provide an excellent and well-rounded educational experience for your children.

Dr. Erin Murphy  
District 31 Superintendent

### **District 31 Mission**

Empowering every student to make a positive impact on tomorrow's community.



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## **Admission and Fees**

### **Admission**

#### *Residency*

Pupils new to District 31 must first prove residency at the District 31 Administrative Office at 3131 Techny Road in Northbrook. Residency documentation is required for all new students moving into the District, for entering kindergarten students, annually for all preschool-aged students, and for students who move to a different address within District 31. In order to attend the District on a tuition-free basis, a student is required to live within the boundaries or meet state law exceptions noted within Board Policy 7:005, Residency. A student's residence is the same as the person who has legal custody of the child. District 31 reserves the right to request documentation proving residency from all families, as needed.

#### *Kindergarten and Grade 1*

Students entering kindergarten must be five years old on or before September 1 of the year in which they are enrolled. Pupils entering first grade must be six years old on or before September 1 of the current school year. In recognition of the unique developmental differences in children, an application process is available for early entrance into first grade. There is no early entrance into Kindergarten. Further information may be obtained by contacting the Winkelman School Principal.

### **Fees**

At the time of registration, District 31 assesses a number of required school fees to help cover the cost of school activities, consumable materials and supplies, textbooks, technology, assignment notebooks, locks, towels, PE uniforms, graduation gowns, sports, extra curricular activities, and more. Fees for textbooks and other instructional materials may be waived as noted below and per Board Policy 4:001, Waiver of Student Fees,

Current students are sent information to assist with the online registration process, which includes a code to access the online registration system, called INFOSNAP. INFOSNAP is located on the District's website. Once new families have visited the District Office for registration information, they will be given a code to register their students online.

#### *Financial Assistance*

Financial assistance for school fees and free and reduced lunch costs may be available to families. Families may obtain school fee waiver forms and free and reduced lunch applications by contacting the District Office (3131 Techny Rd., Northbrook, IL), 847-313-4416. However, strict adherence to state and federal guidelines is the practice of the District's administration for determining whether a student qualifies for school fee waivers and free and reduced lunch. Applications for financial assistance must be submitted to the Assistant Superintendent of Finance and Operations on a yearly basis. Any income received by any member of the household must be included on the application and a signature is required for confirmation that all income is reported. The District reserves the right to require evidence of income as needed, in accordance with all applicable laws.

Within 30 calendar days after the receipt of a waiver request, the District shall mail a notice to the parent / guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial; (2) the process and timelines for making an appeal; and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District will follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.



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### **Birth Certificates**

Parents / guardians are required to provide the District with a certified copy of each enrolling student's birth certificate within 30 days of the student's enrollment in the District. If a certified copy of a student's birth certificate is not received within 30 days of enrollment, the District is obligated to report the lack of birth certificate to the Illinois State Police.



## **Allergy/Food Procedures**

### **Food Allergy Management Procedures**

#### *Identification of Students with Food Allergies*

Parent(s)/Guardian(s) are responsible for notifying the School Nurse of their child's food allergies and must complete any applicable form(s) regarding the student's need for medication at school or during school related functions and provide the school with the student's needed medication.

The school nurse will convene a meeting with the appropriate school personnel and the student's parent/guardian to assess the student's allergy management needs in the school environment.

For a student who is deemed to have a food allergy, school personnel and the parent/guardian will develop an Individual Health Care Plan (IHCP), a Section 504 Plan, or an Individual Education Plan (IEP) that includes: procedures for reducing the student's risk of exposure to allergens; identification of personnel who need to be familiar with the student's food allergies and plan; identification of personnel who are trained to administer EpiPens, as needed; identification of location in which the EpiPens will be stored; a process for the School Nurse or designee to monitor the EpiPens; and an emergency action plan with procedures to be followed by personnel if the student is or is suspected of being exposed to the food allergen at school or school-related activities.

Parent(s)/guardian(s) are encouraged to review with their child the responsibilities in managing his/her allergy ensuring that their child understands his/her role.

#### *Prevention of Exposure to Students with Known Food Allergies*

The School Nurse, Building Administration, or other designated staff will convene a meeting to educate all the staff who will implement the student's Individual Health Care Plan, 504 Plan or Individual Education Plan about their responsibilities. Any additional training needed to implement the plan will be determined and provided to the responsible staff member(s).

The School Nurse, Building Administration, and other designated staff members will monitor the implementation of the student's plan.

The school will disseminate information to the appropriate school personnel about the student's food allergy.

The school will disseminate information to parent(s)/guardian(s) and students about the food allergy while maintaining the confidentiality of the student's information. Activities of sharing information may include:

Displaying food allergy posters outside classrooms in specific allergen-free areas as reminders  
Communicating with parent(s)/guardian(s) that: a student with life-threatening allergies is in their child's class; request strict adherence to snack lists which are peanut / nut free and minimize other allergens; provide snack lists with suggestions for alternate foods; provide information about food labeling as it applies to the allergen of question; request that parent(s)/guardian(s) raise questions or concerns with the School Nurse or Building Administration; share age-appropriate information with students about food allergies, anaphylaxis, avoidance measures, and being sensitive to students with food allergies.

#### *Avoidance Measures*



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District #31 will take into consideration the child's age, maturity, and social-emotional development; the physical environment in the different schools and the properties of the allergen when determining appropriate avoidance measures. The goal of implementing these measures is to reduce the risk of accidental exposure to allergens without unreasonably restricting the student from participating in activities within the school setting. As the child matures, he/she will be expected to increase their personal responsibility to avoid the allergen. **For the 2020-2021 school year, students in a class (when the classroom is the assigned eating location) where a student has a life-threatening food allergy will be prohibited from bringing food items containing that allergen.**

A student with allergies is expected to follow these measures:

- Eat in designated allergen-free areas (hot lunch table at Winkelman); avoid eating in areas where students are known to have foods that may contain the allergen
- Wash hands or use hand wipes before and after eating
- Always read ingredients before eating food
- Do not eat anything with unknown ingredients or known to contain an allergen
- Do not trade or share foods, utensils and containers
- Self-advocate with others in situations that may cause exposure to the allergen

All students are expected to follow these measures:

- Do not bring edible treats to pass out at school, including birthdays, Halloween, Valentine's Day, or end of year parties
- Do not trade or share food, utensils and/or containers
- Wash hands or use hand wipes before and after eating
- Respect allergen-free areas by keeping food that may contain the allergen away from the area (dining commons at Field; lunchroom at Winkelman and staff lounges)
- Comply with instructions from staff and/or staff members to move food away that is believed to be potentially dangerous to a student(s) with allergies
- Follow the school rules about keeping allergens out of the classroom
- No eating on school buses

### *Other*

For holiday parties within classrooms, room parents will provide only plain pre-packaged pre-cut fruits and vegetables. Written notification will be given to parents or guardians when food will be used in the classroom for instructional purposes or for identified activities. Staff members will not provide food to students other than during those circumstances.

### *Other Allergies*

The procedures for the management of food allergies also apply fully with respect to students with other types of allergies. Specific avoidance measures will depend on the type of allergy.

### *Non-School Sponsored Activities*

District #31 strongly encourages non-school providers that are not controlled by the District to follow similar procedures for managing allergies. It is the responsibility of parent(s)/guardian(s) to communicate with the non-school providers directly regarding their child's allergies and needs.

### *Quest Food Service*





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Quest Food Management does not include known nut products in their hot lunch program. If you have any questions about options for your student or for Quest's official statement on potential allergens in their meals, please contact Quest's Registered Dietitians at [allergies@questfms.com](mailto:allergies@questfms.com).



## Assessments

### Grading and Promotion

The decision to promote a student to the next grade level is based on successful completion of the curricula, attendance, and/or performance based on academic testing. A student will not be promoted based on age or any other social reason not related to academic performance. Parents will be notified in a timely manner regarding the possibility of student retention. See Board Policy 6:020, Grading and Promotion, for more information.

### Assessments

District 31 has designed a student assessment system that supplies educators with data regarding each child's academic progress as well as data needed to evaluate the effectiveness of instructional programming. Data collection allows for an objective perspective for making educational decisions. Data driven decision making is not only a state and federal requirement, it is the key to effective school improvement and for monitoring students' progress and needs. The local formal assessments and state mandated tests include the following:

#### *Local Formal Assessments*

In kindergarten through grade 8, teachers administer AimswebPlus. AimswebPlus assesses students in the areas of early literacy, early numeracy, reading, and math. Scores are used to determine how students are doing in the basic skill areas compared to other District #31 students and to a national sample of students. This assessment is also used to track student progress over time. Along with other information, these data may be used to identify students who are in need of enrichment or intervention.

All students take the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) two to three times a year. The MAP is an adaptive computerized assessment that measures a student's instructional level. Results identify specific skills and concepts each student has learned and what they are ready to learn next. MAP test questions are aligned with Common Core Standards. Results are used to help design instruction as well as measure student growth over time.

The Cognitive Abilities Test (CogAT) is a group administered paper/pencil test that measures cognitive ability. This assessment is given to students in grades 2 and 5 to assist with the identification of students who qualify for enrichment and acceleration classes.

#### *State-Mandated Tests*

The WIDA-ACCESS Placement Test (W-APT) is a screener used to measure the English language proficiency of students who have recently arrived in the U.S. or in a particular district. It can help determine whether or not a child is in need of English language instructional services, and if so, at what level.

The ACCESS is an assessment of student social and academic language proficiency in English taken by English Language Learners. Legislation requires all K through 12 English Language Learners to be assessed by ACCESS annually until the student meets targeted proficiency scores to be considered English proficient by State standards.

All students in grades 3 through 8 are required by the State to take the Illinois Assessment of Readiness (IAR). IAR tests are taken on the Chromebooks and include subtests in math and English language arts. The IAR includes traditional multiple choice items, enhanced technology items (e.g., drag and drop), and performance-based tasks which require students to write



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responses to what they have read and to show their math problem solving and reasoning. This assessment is taken in the spring and results are mailed to school districts in the fall.

Students in the 5th and 8th grades are required to take the Illinois Science Assessment (ISA) in the spring. The assessment is taken on the computer. 2017-2018 will be the third year that this assessment will be given in Illinois.

Kindergarten students are assessed with the Kindergarten Individual Development Survey (KIDS). All kindergarten students will be rated by their classroom teachers in four domains within the first forty days of school. The domains are: Approaches to Learning and Self-Regulation, Social and Emotional Development, Language and Literacy, and Cognition: Math. According to ISBE, the purpose of this observational tool is to understand the developmental readiness of children entering kindergarten in Illinois.

For more detailed information regarding District 31's student assessment program, visit the District assessment webpage at <http://www.district31.net/page/1599>.



## Attendance

### Daily Attendance

Students are expected to be in attendance each day during the regular academic school year with the exception of excused absences. The regular academic school year includes onsite, e-School, and e-Learning programming.

### Leaving School Grounds

No child will be allowed to leave the school grounds during the school day without the permission of the principal. In the event that parents must remove a child from school before the end of classes, a note should be sent to school. Parents must come to the office and check in with the school secretary when a child is being picked up prior to the regular dismissal time.

#### *For Winkelman Students Only:*

If a child is going home other than the usual way (such as going to a friend's house), a note must be sent to school. If someone other than a parent or designated driver will be picking up a child, a note must be sent to school, and the person picking up may be asked to show identification.

### Absences and Tardiness

It is essential for children to attend school regularly in order to obtain maximum benefit from instruction. It is the responsibility of the parents or guardians to see to it that their children are in school and are on time and that the school is notified in advance or at the time of absence if the student will be absent. Students arriving late not only miss their own valuable instruction time, but also disrupt the learning of others. Parents must provide at least one and no more than two numbers where they can be reached if the District needs to contact them regarding their student's absence.

If for any reason a child must be absent from school, parents/guardians should call:

- Winkelman School at 847-729-5650 before 8 a.m.
- Field School at 847-272-6884 before 8:30 a.m.

If the parent or guardian has not called the school before classes begin, the office assistant will make a reasonable attempt to contact the parent/guardian within two hours of the first class. Parents/guardians must provide at least one (but not more than two) telephone numbers at which parents/guardians may be reached by the school regarding absence notification. It is the responsibility of the student and/or parent/guardian to initiate make-up procedures for missed school work with the teacher. All make-up work shall be completed within a reasonable time following the absence.

Students who are absent or tardy to school more than four days, excused or unexcused, may trigger attendance interventions that will include letters home, a possible conference, and/or a referral to the problem solving team. Students who are absent more than six days may trigger further interventions that can include requirements that any absences must include a doctor's note in order to be considered excused. Any absences of more than nine days will result in a referral to the North Cook Intermediate Service Center as required by law.

#### *For Field Students Only: Absenteeism/Make-Up Work*

Students are expected to be in attendance each day that school is in session unless absent for a valid cause. A student who has been absent is responsible for obtaining and completing all missing assignments. It may not be possible for a teacher to prepare work in advance for a planned, extended absence. When a student has an unexcused absence as defined by the School



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Code, teachers are not required to provide individual instruction outside of the student's normal instructional period. Students absent from school for a half a day or more are not permitted to attend and/or participate in any after school activities or events on the day of the absence. Students are encouraged to contact classmates, access the teacher webpage or e-mail the teacher when they are absent for less than a three-day period to be informed of any homework assignments.

### **Truancy**

Repeated absences, both excused and unexcused, from school is considered truancy. The District will determine when a student is a truant, chronic or habitual truant, or a truant minor as defined by the Illinois School Code. Students who are considered truant will trigger attendance interventions that will include letters home, a possible conference, and/or a referral to the problem solving team/North Cook Intermediate Service Center Truancy Officer.

### **Excused Absences**

Student absences for the reasons listed below are considered unavoidable and are considered excused absences according to the school code and Board Policy 7:004, Attendance and Truancy:

- Personal illness: Personal illness is when students are too ill to attend school. If a student absence is lengthy due to illness or there are excessive absences during the year, a doctor's note may be required to ensure the absence is excused.
- Family emergency: A family emergency can include an immediate family member's illness, a car accident, or other similar event.
- Death in the family: Students who travel to attend a funeral will be excused for up to five days. Any more time will be considered unexcused.
- Medical and dental appointments which cannot be scheduled outside of the school day.
- Religious observances: Religious observances may be holidays, time needed for prayer, or travel related to religious schooling.
- Any other absence approved by the principal
- 

The principals will use their discretion when considering absences and may consult when families have students who attend both schools in order to maintain consistency. Please note that family vacations, weddings, reunions, etc. are not considered excused.

### **Parents Absent from Home**

Parents who will be away for an 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 care of their children in their absence.

### **Family Vacations During the School Year**

District 31 discourages the practice of parents/guardians taking students out of school for family vacations on regularly scheduled days of instruction. If such a student absence becomes a family necessity, please contact the child's teacher and the school office. It is the responsibility of the child to make up any missed assignments within a reasonable period of time. It may not be possible for a teacher to prepare work in advance for a planned, extended absence, therefore children will be given a reasonable time to complete the work after returning to school. Please recognize that students who miss school due to vacations will be missing instruction and it may not always be possible to replicate that instruction. Per District 31 policy, family vacations are considered unexcused.



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### **Parent Contact Information**

Parents are expected to provide contact information, including phone numbers, to the school and to update any information that changes.



## **Board of Education**

### **District 31 Board of Education**

The Board of Education is comprised of seven District 31 residents who are elected in non-partisan elections and serve unsalaried four-year terms. The Board is responsible for adopting and monitoring the implementation of policies and the annual budget, both of which are available for public viewing on the District's website.

Board of Education meetings are held one time per month in the Field School Learning Center, 2055 Landwehr Road, Northbrook beginning at 7:00 p.m. A complete listing of all meeting dates is available on the District's website. The public is invited to attend.

### **Public Participation at Board of Education Meetings**

The Board of Education and Superintendent encourage District #31 parents and community members to attend regular meetings of the Board of Education to see, first hand, how financial and policy related decisions are made.

“Recognition of Audience” is a formal agenda item that occurs at the beginning and end of each regular open meeting of the Board of Education. Its purpose is to provide opportunities for audience member views to be expressed during open session on matters relating directly to the District.

Per Board Policy Number: 2:019, Public Participation at Board Meetings and Petitions to the Board ...

...at each regular and special open meeting, members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints. The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 3 minutes.
3. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, Visitors to and Conduct on School Property.

If more than three minutes are needed for a visitor to address the Board, the visitor needs to meet with the Superintendent prior to the Board meeting to discuss the issue being brought to the Board and submit a completed Visitor Participation Statement to him/her at least one week prior to the scheduled Board meeting.

During “Recognition of Audience”, Board members shall not engage in a discussion with the visitor nor provide an opinion until its members have had an opportunity to discuss the topic as a Board at a later time; however, Board members may ask questions for clarification and additional information. If appropriate, the visitor will receive a response from an administrator following the meeting as soon as possible.



## **Bus Service**

District 31 contracts with North Shore Transit to bus students to and from school and to and from school-related activities. The cost of the transportation is based on the number of students utilizing the service and is partially subsidized by the District. Fee information is provided at the time of registration. Payment by the designated deadline offers a discounted rate. Following registration, the bus company will provide bus routes and schedules to participants, as well as details on bus safety and behavior rules. Students must ride on their assigned bus routes unless a note is provided to school in a timely fashion and approved by the school principal.

Due to the cost imposed on the District from the development of routes, staffing, etc., refunds are available on a limited basis. If a student transfers out of the district, a refund will be provided based on a pro rata basis once the bus pass has been turned in and the student will no longer be using the bus. If a family chooses to discontinue their child's use of bus services but is remaining in the District, the following applies: Requests to discontinue bus service from the beginning of the year through the start of Winter Break, will be refunded the pro rata amount due from January 1 through the end of the year. Requests to discontinue bus service between the start of Winter Break and the start of Spring Break, will be refunded the pro rata amount due from the beginning of Spring Break to the end of the year. No refunds will be processed until the bus passes are turned in to the school office.

Information regarding ridership is due to North Shore Transit by July 1 in order to allow time to set routes and bus stops, as well as to provide North Shore Transit with ample time to distribute information to families in a timely manner.

Students signing up for bus service past July 1, will not be guaranteed immediate bus service. Information on those registering late for bus service, will be sent to North Shore Transit in an effort to place the student on an established route, as soon as possible.

Students are expected to maintain behavior that promotes the safety of all students who ride the bus. The bus driver will report inappropriate behavior to the principal's office. Chronic misbehavior may result in a seat assignment or suspension from using bus transportation. The bus company may also determine additional consequences related to disruptive behavior or damage to a bus. The District's regular suspension procedures shall be used to suspend a student's privilege to ride the school bus. Students who are suspended from the bus will have the opportunity to make up work for equivalent academic credit. Bus fee refunds are not given for students whose ridership privileges have been suspended.

Bus passes should be attached to student backpacks as they will be checked on a daily basis. Please note: In order to avoid overcrowding, students must ride on their assigned bus.

To assist in the promotion of a safe and comfortable environment for bus riders, West Northfield School District 31 Board of Education formally approved the installation of cameras on all First Student buses used to transport District 31 students, starting with the 2015-2016 school year. Cameras have been installed on each bus, providing both video and audio coverage. Only school and District administration will be able to listen to and view the recordings unless the audio and video recordings are otherwise required to be disclosed by law. Portions may be shown to those involved, or their parents, as deemed necessary and appropriate. For more information on electronic recordings on school buses, please review Board Policy 7:015, Bus Conduct. Please do not hesitate to contact your school principal if you have any questions about the use of cameras on school buses.





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For the 2020-2021 school year, North Shore Transit will be limiting student numbers on buses to better support social distancing measures. Students will be required to wear a mask on buses. Please contact the district office for any questions regarding bus transportation.



## **Communication**

### **Communication Programs to Keep Parents Informed**

Communication between families and their school district is a key component of building and maintaining a home / school partnership. Here are some of the many ways we keep our District's stakeholders informed:

**District 31 Website:** Check out our website at [www.district31.net](http://www.district31.net) on a regular basis to stay up-to-date with news and important District, Winkelman, and Field information.

**Text Messaging:** District 31 uses Skylert, an automated communication system, to send text messages about important news, events, and emergency situation. Subscribe to text messaging by texting "yes" to 67587.

**Email:** Both schools and the district send regular emails to keep parents up to date on news, upcoming events, and any emergencies.

**Skyward Family Access:** A link from the website can be used to connect to Skyward Family Access. Through Family Access, parents can securely log-in to view their students' schedules, grades (middle school), attendance and health records, current food service balances, and emergency contact information.

**E-News:** This weekly newsletter is emailed to all families. Be sure the District has your most current email address so that you won't miss these informative updates.

**District Newsletter:** Published two to three times per calendar year, these newsletters include important information about finances, student assessment scores, the Strategic Plan, the Parent Teacher Organization, the Education Foundation, and more.

**Phone Messages:** District 31 uses Skylert, an automated phone messaging system, to notify parents about weather emergencies and other emergency messages related to student safety. The automated phone system will only be used in the case of an emergency. To ensure you receive these messages, please notify the District office if your home/work/cell phone numbers change during the school year.

**District Handbook:** This comprehensive booklet is available on the District's website and contains important information about District policies and school procedures. If you do not have internet access, you can request a printed copy from the District office.

**Board Briefs:** This newsletter summarizes highlights of each Board of Education meeting.

**Board Meeting Minutes:** Board meeting minutes are written and approved the month following each Board of Education meeting. Once approved by the Board, minutes are available on the District website.

**Parent Meetings:** Parent meetings are offered throughout the school year to present timely information about District and school programs as well as other educational topics.

**Seesaw:** This technology allows parents to see what is happening in their children's classrooms at Winkelman.



## **Equal Employment Opportunities**

### **Non-Discrimination / Equal Opportunity Employer**

District #31 complies with all State and federal laws and regulations prohibiting discrimination.

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for the purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

For further information, refer to Board Policy 5:032, Equal Employment Opportunity and Minority Recruitment,

### **Non-Discrimination Procedures and Complaint Process**

Students, parent(s)/guardian(s), employees or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by state or federal law or the state or federal constitution.

The District's Complaint Managers are:

Cathy Lauria  
3131 Techny  
Northbrook, IL  
847-313-4413  
clauria@district31.net

Janine Gruhn  
3131 Techny  
Northbrook, IL  
847-313-4411  
jgruhn@district31.net

Complaints of discrimination may also be filed with the District's nondiscrimination coordinator:

Erin Murphy  
3131 Techny  
Northbrook, IL  
847-313-4418  
emurphy@district31.net

For more information, see Board Policy 2:001, Uniform Grievance Procedure.



## **Family Rights**

### **Family Educational Rights and Privacy Act (FERPA)**

#### **Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant.

For more information, refer to the School Student Records section of the handbook and to Board Policy 7:031, Student Records.

#### **Student Directories**

The District 31 Parent Teacher Organization publishes an annual directory of students with the information provided by families at the time of registration. Under FERPA, schools may disclose, without consent, “directory” information; however, schools must tell parents the information that will be included in the directory and allow a reasonable amount of time for parents to request that the school not disclose directory information about them. The District has determined that the following information is directory information: student's photographs, first and last names, home address, and grade level; student's teacher's name, school email address, and school phone number; student's class list; parents' first and last names, email addresses, and phone numbers.

Parents who do not wish to have their children's names in the annual directory should indicate such during each school year's student registration process. Parents maintain their right to inspect, copy, and challenge the contents of any records of their child.

#### **Prohibiting Sexual Discrimination and Harassment**

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 Policy 2:001, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Sexual harassment of students is also prohibited. Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the building principal. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. For more information, refer to Board Policy Number 7:007, Harassment of Students Prohibited:

#### *Non-Discrimination Procedures and Complaint Process*

Students, parent(s)/guardian(s), employees or community members should notify the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager of any claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct.

District's Nondiscrimination Coordinator:

Erin Murphy  
3131 Techny



## West Northfield School District 31 Handbook

Northbrook, IL 60062  
847-313-4418  
emurphy@district31.net

District's Complaint Managers:

Cathy Lauria  
3131 Techny  
Northbrook, IL 60062  
847-313-4413  
clauria@district31.net

Janine Gruhn  
3131 Techny  
Northbrook, IL  
847-313-4411  
jgruhn@district31.net

### **Preventing Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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 School 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 staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student



or students 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; or
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.

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. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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 restore relationships among students, families, schools, and communities, and/or (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 a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, substitute teachers, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is 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.



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3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Building Principal or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Building Principal or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Building Principal or designee shall promptly investigate and address reports of bullying, by, among other thing.
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Consistent 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 designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Building Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Building Principal or designee shall use 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, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished 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 treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. 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:
  - a. The frequency of victimization





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- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

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.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. Students are encouraged to report incidents of bullying. An incident report form is available on the Winkelman and Field websites.

For more information, refer to Board Policy Number 7:003, Prevention of and Response to Bullying, Intimidation, and Harassment:

### **Teacher Information**

Parents have the right to the following teacher information:

- professional qualifications of their student's classroom teachers
- when a student has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned

### **Student Academic Information**

Parents have the right to the following student information:

- their student's achievement level and academic growth, if applicable and available, on each State academic assessment





## Field Trips

**For student and staff safety, all Field Trips have been suspended until further notice.**

Traditionally, throughout the year, opportunities are presented for enrichment excursions away from school grounds. Permission forms are sent home before these trips to let parents know the specific details of each trip. Students are reminded that all school rules and regulations that exist in school are in effect on field trips. All students on field trips have the responsibility to uphold the positive reputation of our schools through their behavior. Students who choose not to follow school rules while on a field trip may be denied the opportunity to participate in other field trips. If this occurs, the students is expected to be at school the day of the field trip and will be required to complete an instructional activity that results in learning similar to the curricular purpose of the field trip.

### District 31 Field Trip Practices and Procedures

- All field trips must be approved by building administrator using the school established system. Grade levels are required to take 2-3 trips per year.
- A \$25 per student field trip cost is built into fees. The combined cost all any field trips must not exceed that amount. Bus transportation is not included in that cost and is covered by the District.
- Trip purpose and objectives must be connected to the curriculum and sequence. The eighth grade students are permitted to take a field trip with the purpose of celebrating their graduation.
- The number of chaperones needed for a trip will be based on the site requirements and student needs. The building administrator or designee will determine number of chaperones needed for any field trip. Attempts will be made to cover chaperoning needs by District 31 staff. As additional chaperones are needed, a notice will be sent out to parents asking for volunteers. Notices will include a date that requests for volunteering for chaperoning be returned to the organizing teacher. If more parents volunteer than available slots, a drawing will be held with a neutral party. The PTO room parent for that grade may be given preference for one field trip.
- In general, chaperones do not pay to attend any field trip. However, they are responsible for covering the cost of any meal, unless the meal is the purpose of the field trip.
- All chaperones must take the bus with students, unless an alternative arrangement is approved by the building administrator.
- Chaperones may not bring younger siblings on field trips.
- If food is served, all food ingredients and/or a description of the food must be sent home with the permission slip.
- If a sack lunch is required for the field trip, all students must be given an opportunity to purchase a sack lunch from Quest via the field trip permission slip. Options include:
  - I wish to purchase a sack lunch.
  - I will bring my own sack lunch from home.
- If a student is qualified for free and reduced lunch, they will be given the opportunity to get a free sack lunch. Quest will make extra lunches. Teachers must submit a list of lunch orders to the office a week before the field trip.
- If a field trip occurs during lunch/recess time and the students eat on the trip, the time is not made up upon return. If students do not eat on the trip and miss lunch/recess time, only lunch will be made up but must be approved by the principal at least 2 weeks prior to the trip. Whoever teaches the students at the time of return through the 20 minute lunch will supervise the lunch.
- If a student's parent does not give permission, they are still required to be at school.
- Teachers are required to check that every student has a lunch before departing.



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- Organizing teachers must coordinate with the school nurse to receive the appropriate first aid and medical packs.
- All students must be accounted for before leaving any site and exiting bus.

Please also see Board Policy 6:016, Field Trips



## Gifted and Talented

While District 31 strives to challenge all students academically in a way that meets them where they are and takes them to the next level, a few students may qualify for additional enrichment or acceleration based on their measured ability and achievement.

### Winkelman Gifted Programming

**For the 2020-2021 school year, enriched programming at Winkelman will be modified. Differentiation will be provided by the classroom teacher.**

#### *Math Core++*

Math Core++ is an alternative math class taught by the gifted education teacher for students in grades 3-5 who qualify based on a combination of ability scores, achievement scores, and in class performance. The course is considered enrichment (and not acceleration) because students are taught the same grade level standards as their peers, but are given additional opportunities to develop critical reasoning and problem solving skills, going deeper with the grade level content. Students are initially evaluated for math class placement in the spring of 2nd grade. Placement is continually evaluated based on benchmark assessments and classroom performance.

#### *English Language Arts*

English Language Arts Core + is an alternative ELA class co-taught by the regular education and gifted education teachers for students in grades 3-5 who qualify based on a combination of assessment scores and class performance. The course is considered enrichment (and not acceleration) because students are taught the same grade level standards as their peers, but are given additional opportunities to go deeper with the analysis of literature and response to what is read through writing. Students are initially evaluated for ELA class placement in the spring of 2nd grade. Placement is continually evaluated based on benchmark assessments and classroom performance.

### Field Gifted Programming

#### *Middle School-Accelerated Math*

Students are initially screened for this program in the spring of 5th grade using measures of ability and achievement and also of classroom performance. Continued placement in accelerated math is assessed yearly based on classroom performance and end of the year assessments. The single accelerated math program includes the following courses: 6th grade Single Accelerated which covers all of 6th grade content and half of 7th grade content; 7th grade Single Accelerated which covers half of 7th grade content and all of 8th grade content; 8th grade Algebra Honors. The double accelerated math program includes the following courses: 6th grade Double Accelerated which covers all of 6th, 7th, and 8th grade common core standards; 7th grade Algebra Honors; and 8th grade Geometry Honors. Students who successfully complete the Geometry course will receive high school credit in District #225.

#### *Middle School-Accelerated Language Arts*

A three-year accelerated language arts (Integrated Language Arts Workshop) class is available for eligible students who have been identified as accelerated in language abilities. Students are screened for this program in the spring of 5th grade using measures of abilities of ability and achievement as well as classroom performance. The methods, materials, assessments and pacing of the class reflects a more sophisticated readiness to explore advanced literature and composition.



## Health Services

### School Health

A nurse is assigned to each school for the administration of first aid. During the school day, the nurse at each building and other trained staff supervise these offices at all times to maximize health and wellness in the school community.

**Due to Covid 19: Do not send your child to school with any of the following:**

- 100.4 fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**If your child exhibits one or more of the above symptoms, do not send your child for 72 hours, in addition see your healthcare provider.** While your child may be feeling better, they are still contagious and at risk of spreading the illness throughout the school. Any student coming to school with a known illness will be sent home.

### Screenings

#### *Vision Screening*

Vision screening is conducted in accordance with the rules and regulations of the Illinois Department of Public Health. Vision screenings may be administered each year without receiving prior written permission from the parent/guardian. Parents/guardians will be notified if the screening results indicate further evaluation is required. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student is not required to undergo a screening if an optometrist or ophthalmologist has completed and signed a report indicating that an exam has been administered within the previous 12 months.

#### *Hearing Screening*

Hearing screening is conducted in accordance with the rules and regulations of the Illinois Department of Public Health. Hearing screenings may be administered each year without receiving prior written permission from the parent / guardian. Parents / guardians will be notified if the screening results indicate further evaluation is required.

District policy states that no school official or staff member will subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance.

### Required Examinations and Immunizations

District #31's Board of Education adopted policy regarding required examinations and immunizations. For more information, refer to Board Policy 7:011, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students:

#### *Dental Examinations*

Each student in kindergarten, grade 2, and grade 6 must have a dental examination and submit proof of such an examination by May 15th. A waiver of this requirement is available for students



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who show an undue burden or a lack of access to a dentist. Parents/guardians who desire their child be waived from these dental examinations must contact their school nurse for an Illinois Department of Public Health waiver form. All waiver forms must be submitted to the school nurse no later than May 15th of the school year for which the waiver is requested.

### *Eye Examinations*

Each student in kindergarten or each student enrolling in school for the first time must have an eye exam by October 15th. The eye exam must be completed within one year prior to the first day of the school year the student enters kindergarten or school for the first time in Illinois. A waiver of this requirement is available for students who show an undue burden or a lack of access to an optometrist or to a physician who performs eye examinations. Parents/guardians who desire their child be waived from this eye examination must contact their school nurse for an Illinois Department of Public Health waiver form. All waiver forms must be submitted to the school nurse no later than October 15th of the school year for which the waiver is requested.

### *Physical Examinations*

In compliance with the rules and regulations of the Illinois Department of Public Health, each student in preschool, kindergarten, and grade 6 must have a physical exam and submit proof of such examination by October 15th.

*Field Interscholastic Sports:* State law requires that all students who participate in interscholastic sports, including tryouts, practices, and competitions, must have a current physical form on file at the Field health office. The physical form is valid for 13 months from the date the doctor performs the exam. Parents/guardians and the health care provider must each complete portions of the physical form.

A Sports Authorization Form must also be completed online during registration.

### *Examinations Summary*

Required exams include the following:

- Preschool - physical
- Kindergarten – physical, dental, vision
- Grade Two – dental
- Grade Six – physical (this exam also covers the interscholastic sports physical), dental

### *Immunizations*

Information regarding required immunizations can be found on the District's website. For more information, refer to Board Policy 7:011, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

The District must make publicly available on or before December 1 the immunization data that the District is required to submit to the Illinois State Board of Education (ISBE) by November 15.

### **Administering Medication to Students**

Below are highlights from Board Policy 7:010, Administering Medicines to Students. For more information and details, refer to the entire policy on the District's website.

### *Prescription Drugs/Medication*

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the Medical



Authorization Form must be properly completed by both the physician and the parent/guardian and submitted to the school nurse or building office. The parent/guardian and the student must also follow the District's procedures for the administration of medication. No student will receive any prescription or nonprescription medication including Tylenol and Motrin until the school has received a completed form. All medications must be brought to school by an adult. Prescription medications must be in the original pharmacy container. Over-the-counter medication must be in an unopened container.

#### *Students with Asthma*

All students with a diagnosis of asthma must have a completed Asthma Action Plan on file. If a student uses an asthma inhaler, a prescription medication authorization form and an inhaler must be submitted to the school nurse.

#### *Epinephrine Auto-Injectors (Epi-Pens)*

##### Allergy/Action Plan for Children With Epi-Pens

All children who require an Epi-Pen at school must have the following on file in the school health office: (1) an Allergy History Form; and (2) an Allergy/Action Plan and Medical Authorization Form completed and signed by a medical professional and parent/guardian.

##### Undesignated Epi-Pens

The health office has an undesignated Epi-Pen available for use in case of a suspected anaphylactic reaction. As permitted by law, the Epi-Pen may be administered to a student exhibiting signs of anaphylaxis by staff who are trained in CPR/AED and trained to recognize signs of anaphylaxis. In the event that an Epi-Pen is administered, whether designated or undesignated, parents/guardians will be notified immediately.

If you do not want your child to be administered epinephrine under any circumstances, you must submit a written request to the school, and the nurse and trained personnel will be informed.

#### **CPR Video Training**

The District encourages all students and families to view the following video posted on the Illinois High School Association's website regarding hands-only cardiopulmonary resuscitation and automated external defibrillators:

<http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>.

#### **Waiver of Liability**

The District and its employees and agents, including a physician, physician assistant, or advanced practice nurse providing standing protocol or prescription for school epinephrine auto-injectors, will incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or an epinephrine auto-injector regardless of whether authorization was given by the student's parents or guardians or by the doctor's physician, physician assistant, or advanced practice nurse. Parents and guardians hereby acknowledge that the District and its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or an epinephrine auto-injector regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice nurse, and parents and guardians hereby indemnify and hold harmless the District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of asthma medication or an epinephrine auto-injector regardless of whether authorization was given by the



student's parents or guardians or by the student's physician, physician assistant, or advanced practice nurse.

### **Physical Education Exemptions**

Students enrolled in public schools are required to participate in daily physical education. A student may be exempt from some or all physical activities when the appropriate excuses are submitted to the school by parents/guardians or by a person licensed under the Medical Practice Act. If a student needs to be exempt from physical education or recess for more than three (3) days, a medical note is required.

From time to time, students may need to use a piece of medical or adaptive equipment (such as a brace or protective eyewear) in order to participate in physical education classes. A student must have a note from a doctor indicating the type of equipment that he or she requires, the duration for which the equipment is to be worn, as well as any restrictions on movement or activity that the injury equipment requires. Students who do not have a doctor's note on file will not be permitted to wear any equipment beyond that worn by the rest of the class or as required for the class activity. Once the note is on file, students who do not have or choose not to wear the prescribed equipment will not be permitted to participate in physical education class.





## **Lunch Program**

District #31 contracts with Quest Food Management for daily lunch food service at Winkelman and Field Schools. Monthly menus are posted on the school websites. A daily lunch special is available for \$4.25. The menu also features a variety of a la carte items. At Winkelman, milk is included in the school fee paid to the District, but other beverages may be purchased separately. At Field, milk and other beverages may be purchased separately. Alternatively, students may bring a bag lunch from home.

If your child has particular food allergies, please include all information requested on the health forms.

### **Automated Lunch Payment System**

Families may select to use Quest's automated payment system for student lunch costs. The process operates much like a bank debit card. Students are provided with a unique bar code identification card that is presented in the cafeteria. A scan of the individual card will automatically debit the student's account for lunch items. Prepayment of food may be made with a minimum of \$50. Contact the District Office for more information. Account balances will carry over from year to year until graduation. Refunds will be issued if a student withdraws from the District. Graduates will have the balance forwarded to the high school's lunch account. Unused funds may also be transferred to siblings.

The West Northfield School District and Quest Food Management Services encourage parents to pre-pay meals for their children. Pre-payments for lunch can be made through the District's website by clicking on the Skyward Family & Student Access icon / Food Service / Make Online Payment. Once the amount is entered, click on Quick Pay with RevTrak. Cash and check payments will continue to be accepted at each school; however, payment made through the District's website is preferred.

### **Negative Lunch Account Balances**

Students reaching a negative lunch balance will be allowed to charge up to \$12.75 in Hot Lunch Meals or Second Meal purchases only. Purchases for a la carte items that result in a negative balance will not be allowed. Parents/Guardians are expected to make a deposit into the student's lunch account as quickly as possible to keep their student's lunch account funded and to repay any negative balance accrued.





## **Media Usage**

The local news media occasionally requests permission to photograph District #31 students participating in school curricular and/or extra co-curricular activities. In such cases, the media is interested in identifying students by name, particularly in small groups. The District also may publish photographs of students within the District website and/or local news media. If parents have any objection to their children's photos and/or names used by the local media and/or District, they must notify the District, at the time of each year's student registration, by indicating their children's directory information cannot be made public. Directory information is listed in the Family Rights section of this District Handbook.



## Parent and Family Engagement

Parent and Family Engagement is an integral part of District #31's seven-year Strategic Plan. One of the five VISION components is "Partnership: Students, staff, and families are active partners in learning". One of the CORE VALUES / BELIEF STATEMENTS is "We believe in fostering strong relationships between the District, our families, and community". Goal 4 of the Strategic Plan is charted below.

<b>GOAL 4: Engage Families and Communities</b>	<b>POSSIBLE INDICATORS:</b>
District #31 will enhance the education of students through meaningful partnerships with families and the community.	<ul style="list-style-type: none"><li>• Positive parent and community satisfaction and feedback data</li><li>• Multiple extra-curricular opportunities</li><li>• Increased numbers of volunteers / hours of service</li><li>• Expanded learning opportunities</li><li>• Family and community access to communication</li><li>• Strong participation in parent education opportunities</li><li>• High attendance at school / District sponsored events</li></ul>
<b>STRATEGY 10</b>	
Expand two-way communication with families and community members through outreach, education, and support, including goal / progress updates, on how the District is achieving and expanding the use of satisfaction data aligned to District priorities.	



## **Parent Organizations**

Special recognition and thanks goes to our parents, parent organizations, and community for your support for District #31 and the educational environment at Winkelman and Field Schools! Parents and families play vital roles in our school community, and we encourage you to get involved in a wide range of volunteer opportunities.

### **Parent Teacher Organization**

District #31 benefits from a high level of parental support and involvement through the Parent Teacher Organization (PTO). The PTO sponsors fundraisers and special family events during the year including Family Bingo Night, a Taste of District 31, and other fun-filled programs. The PT) coordinates parent volunteers for the classrooms and provides a range of supplemental activities including the Parent Publishing Center, the Winkelman Wildcat Times student newspaper, an art enrichment program, holiday parties, and more.

For additional information, please contact the following:

Phone: 847-832-2291 (PTC voice mail)

Email: [ptc@district31.net](mailto:ptc@district31.net)

### **Education Foundation**

The West Northfield School District #31 Education Foundation is a not-for-profit 501(c)(3) charitable organization established for the purpose of accepting contributions, gifts, and bequests to enhance the educational environment of both schools. The Foundation hosts a 5K Family Fun Run/Walk in the fall and an annual Winter Benefit to raise funds for District initiatives such as technology and STEAM. Donors can also support the Foundation by purchasing a Giving Tree engraved leaf or stone that is displayed in the District Office lobby. It is also a wonderful way to honor a graduate, a favorite teacher, alumni, or a loved one.

For more information, please call 847-272-6880.

### **Bilingual Parent Advisory Committee**

The mission of the Bilingual Parent advisory Committee is for parents, staff and the school district to work together in order to meet the needs of all bilingual students.

#### *Our Goals:*

- To establish a collaborative voice between our bilingual families and District 31.
- To promote positive parental participation in the development of the educational experiences for our children.
- To develop the capacity of our parents to support their children with their academic work.

For more information, please contact Veronica Gott, EL Coordinator Email:

[vgott@district31.net](mailto:vgott@district31.net)

### **Special Education Parent Advisory Committee**

The Special Education Parent Advisory Committee is for parents, staff and the District 31 to work together to meet the individualized needs of students with IEPs, provide updates to parents regarding student support services and provide information to ensure a free and appropriate education for all students. For more information, please contact, Dr. Janine Gruhn, Director of Special Education, Email: [jgruhn@district31.net](mailto:jgruhn@district31.net), phone: 847-313-4411



## **Pupil Rights**

### **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

### **Protection of Pupil Rights Amendment (PPRA)**

District 31 complies with the Protection of Pupil Rights Amendment (PPRA).

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their student's educational curriculum within a reasonable time of their request.

A student's parent(s)/guardian(s) may refuse to allow their child to participate in a third party survey, and a student whose parents(s)/guardian(s) exercise this option shall not be penalized. Parents and guardians will be provided with advance notice of the collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution, and for surveys involving any of the following:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. This does not apply to any physical examination or screening that is:

1. permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.



## West Northfield School District 31 Handbook

2. administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.), or
3. otherwise authorized by Board policy.

A school official or staff member may not provide a student's personal information to a business organization or financial institution for marketing purposes without the consent of the child's parent(s)/guardians(s). This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions as per Board policy. A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

For additional information, refer to Board Policy 7:037, Student and Family Privacy Rights.

### **Restrictions on Publications and Written or Electronic Material**

School-sponsored publications, productions and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism as defined within Board policy. Material written and placed in school-sponsored publications that includes personal opinions and editorial statements must include the author's name.

Students are prohibited from accessing and/or distributing at school, on school property or at school related activities any written or electronic material that disrupts the operation of the school or school activities, violates the rights of others, is socially or developmentally inappropriate, is intended for the solicitation of funds, or is prepared by non-students.

The distribution of non-school sponsored written material must be pre-approved by the superintendent or his/her designee. Distribution of such approved material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **Equal Educational Opportunities and Discrimination Prohibition**

Equal educational and extracurricular opportunities shall be available for all students, and the District will not discriminate based on without regard to race, color, national origin, sex, gender identity, sexual orientation, ancestry, age, religion, physical or mental disability, immigration status, status as homeless, or actual or potential marital or parental status, including pregnancy, order of protection status, military status, or unfavorable discharge from military service. 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.

For more information, refer to Board Policy 7:006, Equal Education Opportunities.



## **Records Transfer**

Upon transfer or permanent withdrawal of a student from school, the District will notify the student's parents/guardians and the student of the destruction schedule for the student's permanent record and temporary record and of the right to request a copy of the student's records at any time prior to the their destruction. This release of records information is below.

The notification must contain the following information:

- Date of notification
- Names of the student, parent(s)/guardian(s), and the official records custodian; and
- The scheduled destruction date of temporary and permanent records.



## **Right To Privacy In The School Setting Act**

The District may not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website. The District may, however, 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 District disciplinary rule or policy. During the course of the investigation, the student may be required to share the content that is reported in order to make a factual determination.



## **Safe Schools**

### **Suicide and Depression Awareness and Depression**

The District takes suicide and depression awareness very seriously and takes proactive measures to educate students and the school community on these issues to prevent suicide and depression. Youth suicide has an impact on the family, friends, and community. It also affects the school environment, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals. See Board Policy 7:290, Suicide and Depression Awareness and Prevention.

#### *Suicide and Depression Awareness and Prevention*

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important to District #31.

#### *Suicide and Depression Awareness and Prevention Program*

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that increases awareness and prevention of depression and suicide. This program must be consistent with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff. For students, implementation will incorporate Board policy,
  - a. Curriculum Content, which implements (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior)
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy Student Social and Emotional Development, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy Student Support Services, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and





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- c. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy Student Support Services.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy, Guidance and Counseling Program, and Board policy Student Support Services, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

### *Monitoring*

The Board will review and update this policy pursuant to Board policy 2:240, Board Policy Development.

### *Information to Staff, Parents/Guardians, and Students*

The Superintendent or designee shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

### *Implementation*

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

### **Safe and Drug Free Schools/Violence and Drug Prevention**

The District takes maintaining safe and drug free schools very seriously and takes proactive measures to educate students on these issues. Board Policy 7:001, Student Behavior, addresses safe and drug free schools.

Both Winkelman and Field Schools implement a safe and drug free schools program, Safe and Civil Schools. Representative administrators and staff have committed to a two-year training program and have become trainers for the remainder of the staff. This has resulted in the development of proactive programs for students in regards to behavior so that all students feel safe in a non-violent and drug-free school environment.

### **Sexual Abuse Avoidance**

The District takes sexual abuse avoidance very seriously and has adopted Board Policies that assist with its prevention. These policies are listed below.

Board Policy 5:002, Abused and Neglected Child Reporting:



## West Northfield School District 31 Handbook

Board Policy 6:006, Curriculum Content.

Board Policy 6:033: Teen Dating Violence Prohibited.



## **Safety and Security in Schools**

District 31 is compliant with all local, state, and federal safety standards to assure the safety of students and staff during the school day.

### **Emergency Preparedness Plan**

District #31 has an Emergency Preparedness Plan for Winkelman and Field Schools covering all aspects of security and safety including circumstances such as building evacuations due to fires and disasters, student relocation plans, weather emergency procedures, and procedures in the event of an outside intruder. This plan is coordinated in conjunction with other Northfield Township public, private and parochial schools, Village Halls, park districts, libraries, places of worship, and the Glenview and Northbrook police and fire departments. The plan is monitored and updated on a yearly basis.

### **Emergency School Closings**

The Superintendent has the authority to close schools. When making the determination to close schools, student and staff safety remain the most important deciding factor.

Detailed information regarding emergency school closings can be found on the District website.

### **AED/CPR**

Automated External Defibrillators (AEDs) are available at both schools to assist a responder in case of cardiac emergencies. The school nurses, physical education teachers, and selected faculty and staff members receive training in the use of the AED, as well as CPR (cardio pulmonary resuscitation). Parents are encouraged to view the video on hands-only cardiopulmonary resuscitation and automated external defibrillators posted by the Illinois High School Association (IHS), <http://www.ihsa.org/default.aspx>.

### **Safety Drills**

Routine emergency drills are conducted for the safety of students. These include building evacuation (fire), bus evacuation, shelter in place (tornado), and law enforcement (intruder) drills. 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.

For additional information, refer to Board Policy 4:004, Safety.

### **Convicted Child Sex Offender and Notification Laws**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Superintendent or designee. If permission is granted, the Superintendent or designee shall provide the details of the offender's upcoming visit to the Building Principal.



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In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. The Illinois Sex Offender Information website is available to the public.

For additional information, refer to Board Policy 4:026, Convicted Child Sex Offender; Screening; Notifications

### **Access to School Buildings**

The District provides equal access to hold meetings in its facilities to designated youth groups so long as the organization requests to hold meetings on District property pursuant to District policy 8:002, Community Use of Facilities.

### **Access to School Buildings – Individuals with Disabilities**

Individuals with disabilities are provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities, and will not be subject to illegal discrimination. Individuals with disabilities should notify the Building Principal or the Superintendent if they have a disability, which will require special assistance. This notification should occur as far as possible before the school-sponsored function.

### **Hazardous and Infectious Materials**

When school is in session, the School Principal will notify students and parent(s)/guardian(s) in their building at least two (2) business days before a pesticide application in or on school buildings or grounds is applied.

### **Asbestos Management Plan**

The District will provide notice to parents, teachers, and employee organizations of inspections, response actions, and post-response action activities regarding the management of asbestos on District property. The plan is available for your review at the District 31 Buildings and Grounds Department during normal business hours. The District has an Asbestos Notification memo which includes where the Asbestos Management Plan (AHERA) can be reviewed.

WEST NORTHFIELD SCHOOL DISTRICT 31  
3131 TECHNY ROAD, NORTHBROOK, ILLINOIS 60062-5899

Assistant Superintendent of Finance & Operations	BOARD OF EDUCATION
Catherine M. Lauria, CSBO	Melissa Choo Valentinas
	Laura Greenberg
	Daphne Frank
	Nancy Hammer
	Robert Resis
	Jeffrey Steres
	Maria Vasilopoulos

August 2019

PARENT, OCCUPANT AND WORKER NOTIFICATION FORM

To: District Employees / Parents / Maintenance Personnel / Contractors



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From: West Northfield School District 31 Business Office

Re: Asbestos Hazard Emergency Response Act (AHERA) of 1986 Notification of Asbestos Containing Materials ACM in the Schools

The intent of this notification is to provide awareness that Asbestos Containing Building Materials (ACBM) had been found in one building, mainly the mechanical rooms at Field School, but the area was not disturbed. The District was also aware of the presence of ACBM behind the walls in the restrooms at Field. As part of the Summer 2019 construction projects, while school was not in session, the area was sealed and the material was removed, according to the requirements. Air quality testing was also conducted upon completion of the removal. Airborne asbestos is a potential health hazard. Unless disturbed, these materials remain in stable condition. The locations of the ACBM and The Asbestos Operation and Maintenance Program are described in the AHERA Management Plan, which is available for your review at the District 31 Buildings and Grounds Department.

Disturbing the ACBM should be avoided at all times. Custodial and maintenance personnel take precautions during their work to properly guard against disturbing ACBM. All ACBM is inspected periodically. Surveillance is completed every six months by the Director of Buildings and Grounds, and every three years according to the Asbestos Management Plan. Additional measures will be taken when needed to protect the health and welfare of the building occupants.

Report immediately any evidence of ACBM disturbance to the District's Designated Person, or the building principal. The Designated Person for West Northfield School District 31 is Mr. Edmund Blankenheim, Director of Buildings and Grounds, 3131 Techny Road, Northbrook, IL 60062, (847) 313-4427. Any additional inquiries regarding ACBM or requests to review information regarding ACBM in the District 31 facilities should be directed to the Designated Person.

West Northfield School District 31  
3131 Techny Road \* Northbrook, IL 60062 \* (847) 272 – 6880 \* [www.district31.net](http://www.district31.net)

### **Radon Testing**

The District does not test for Radon.



## **School Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student and is shared with others is a school student record. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The District will maintain written documentation of all reviews of a student record. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

### **Student Permanent Record**

A student permanent record consists of basic identifying information, evidence required under Section (5)(b)(1) of the Missing Children's Records Act, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for sixty years after graduation or permanent withdrawal.

### **Student Temporary Record**

The student temporary record consists of all information not required to be in the student permanent record including a record of release of temporary record information, family background information, home language survey, state test scores from grades K-8, any biometric information, information provided under Section 8.6 of the Abused and Neglected Child Reporting Act, psychological evaluations, special education files, teacher anecdotal records, health related information, accident reports, aptitude test scores, participation in extracurricular activities, honors and awards received, records associated with plans developed under section 504 of the Rehabilitation Act of 1973, disciplinary information, and any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student. The temporary record will be destroyed five years after graduation or permanent withdrawal.

Upon transfer or permanent withdrawal of a student from school, the District will notify the student's parents/guardians and the student of the destruction schedule for the student's permanent record and temporary record and of the right to request a copy of the student's records at any time prior to their destruction.

The notification must contain the following information:

- Date of notification
- Names of the student, parent(s)/guardian(s), and the official records custodian; and
- The scheduled destruction date of temporary and permanent records
- For a copy of the document providing this information, refer to the Records section of this District Handbook.

### **Family Education Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA)**

The Family Education Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents / guardians and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District received a request for access. The District charges \$0.35 per page for copying, but no one will be denied the right to copies of the records for inability to pay



this cost. The rights contained in this section are denied to any person against whom an order of protection or other court order limiting the individual's access has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or student believes are inaccurate, misleading, irrelevant, or improper. Parent(s)/guardian(s) or students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or student, the District will notify the parent(s)/guardian(s) or student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent(s)/guardian(s) or student when notified of this right to a hearing.
3. The right to control access and release of personally identifiable information contained in the student's educational records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent, parent(s)/guardian(s) or eligible student has the right to a copy of a record tracking the release of any information. Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of the child; and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.
4. The right to a copy of any school student record proposed to be destroyed or deleted. Upon transfer or graduation of a student, his / her parent is notified of the destruction schedule and right to request of copy of records prior to their destruction. For such written notification, refer to the Student Transfer section of the District Handbook. Student records are reviewed every four (4) years or upon a student's change in attendance center, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent's/guardian's child as further discussed herein. No person may condition the granting or withholding of any right, privilege, or benefit, or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right under State law.





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6. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605





## **Student Code of Conduct**

The District has adopted policies and procedures regarding student discipline that ensure order, safety, and discipline in its schools. Refer to the policies below for the defined District expectations. These policies and procedures require the use of positive behavioral interventions with students to promote and strengthen desirable behavior and to reduce or eliminate identified appropriate behaviors. Students identified as needing special education may have additional rights in law or in their Individual Education Program (IEP).

District student behavior/discipline policies can be accessed below.

### **Access to Electronic Networks**

Board Policy 6:007: Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### *Curriculum and Appropriate Online Behavior*

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's or designee's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

#### *Acceptable Use*

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### *Internet Safety*

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and



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minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### *Authorization for Electronic Network Access*

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Bus Conduct**

Board Policy 7:015: Bus Conduct

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

### **School Bus Suspensions**

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 engaging in gross disobedience or misconduct, including but not limited to, the following:

- Prohibited student conduct as defined in School Board policy, Student Behavior.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.



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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 shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

### *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 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.

## **Conduct Code for Participants in Extracurricular Activities**

Board Policy 7:033: Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

## **Expulsion Procedures**

Board Policy 7:017: Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following: Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:

- Include the time, date, and place for the hearing.
- Briefly describe what will happen during the hearing.
- Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.



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- List the student's prior suspension(s).
- State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
- Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate

In determining the length of the student's expulsion, the Board also shall consider:

- The egregiousness of the student's conduct;
- The history of the student's past conduct;
- The likelihood that such conduct will affect the delivery of education for other students;
- The severity of the punishment; and The student's best interests.

If the Board acts to expel the student, its written expulsion decision shall:

- Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
- Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
- Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student Document how the student's continuing presence in school would (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.
- Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available. Upon expulsion, the District may refer the student to appropriate and available support services.



## **Harassment of Students Prohibited**

### **Board Policy 7:007: Harassment of Students Prohibited**

#### *Bullying, Intimidation, and Harassment Prohibited*

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### *Sexual Harassment Prohibited*

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
  - Substantially interfering with a student's educational environment;
  - Creating an intimidating, hostile, or offensive educational environment;
  - Depriving a student of educational aid, benefits, services, or treatment; or
  - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### *Making a Complaint; Enforcement*

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.



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An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

### *Nondiscrimination Coordinator:*

Erin Murphy  
3131 Techny, Northbrook, IL 60062  
emurphy@district31.net  
(847) 313-4418

### *Complaint Managers:*

Cathy Lauria  
3131 Techny, Northbrook, IL 60062  
clauria@district31.net  
(847) 313-4413

Janine Gruhn  
3131 Techny, Northbrook, IL 60062  
jgruhn@district31.net  
(847) 313-4421

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **Maintaining Student Discipline**

### **Board Policy 5:022:Maintaining Student Discipline**

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated employees, and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation





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of fellow students. A student's removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

### **Misconduct by Students with Disabilities**

Board Policy 7:020: Misconduct by Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board 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 Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's 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.

### **Personal Technology and Social Media; Usage and Conduct**

Board Policy 5:037: Personal Technology and Social Media; Usage and Conduct  
Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

#### *Usage and Conduct*

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images



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or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy Workplace Harassment Prohibited; Staff Development Program; Ethics and Conduct; Access to Electronic Networks; Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.

2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:018, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent or designee shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy Ethics and Conduct.
2. Direct Building Principals to annually:
3. Provide their building staff with a copy of this policy.
4. Inform their building staff about the importance of maintaining high standards in their school relationships.
5. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal
6. Build awareness of this policy with students, parents, and the community.
7. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
8. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**





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**Board Policy 7:003: Prevention of and Response to Bullying, Intimidation, and Harassment**  
Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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 School 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 staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students 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; or
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.

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. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects



enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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 restore relationships among students, families, schools, and communities, and/or (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 a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, substitute teachers, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### *Bullying Prevention and Response Plan*

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is 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.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Building Principal or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Building Principal or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Building Principal or designee shall promptly investigate and address reports of bullying, by, among other things
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.



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- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Consistent 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 designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Building Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Building Principal or designee shall use 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, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished 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 treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. 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:
  - The frequency of victimization;
  - Student, staff, and family observations of safety at a school;
  - Identification of areas of a school where bullying occurs;
  - The types of bullying utilized; and
  - Bystander intervention or participation.

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.

12. The District's bullying prevention plan must be consistent with other Board policies.

The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:



## **Restrictions on Publications & Written or Electronic Material**

### **Board Policy 7:026: Restrictions on Publications and Written or Electronic Material**

#### *School-Sponsored Publications and Web Sites*

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### *Non-School Sponsored Publications Accessed or Distributed On-Campus*

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.



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Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### *Non-School Sponsored Publications Accessed or Distributed Off-Campus*

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

### *Bullying and Cyberbullying*

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

## **Search and Seizure**

### Board Policy 7:002: 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, 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, School Principal 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 objective and not excessively intrusive in light of the student's age and sex, 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 sex 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***

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

## **Student Appearance**

Board Policy 7:030: Student Appearance

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 or designee and included in the Student Handbook.

## **Student Behavior**

Board Policy 7:001: 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:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that 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***





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

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- 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.
- 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.
- 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.
- 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.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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.
- 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.
- 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" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), 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 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 provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 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 computer or a school computer network, or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- 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.
- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. 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.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 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.





- 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.
- 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.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any 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:

- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
- After-school study or Saturday study 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.
- 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.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.



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- Suspension of bus riding privileges in accordance with Board policy Bus Conduct.
- Out-of-school suspension from school and all school activities in accordance with Board policy, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
- Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
- Notifying 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 weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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 is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or 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 a period of at least one calendar year but not more than 2 calendar years:

- 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).
- 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 alike" 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, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.



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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 office of 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 any involved student's parent/guardian. "School grounds" includes modes of transportation to 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, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons 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 temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students 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 (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 Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### *Student Handbook*

The Superintendent, 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 student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.



## **Use of Isolated Time Out and Physical Restraint**

### **Board Policy 7:013: Use of Isolated Time Out and Physical Restraint**

Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint." Isolated time out and physical restraint are defined as follows:

Isolated time out - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

## **Vandalism**

### **Board Policy 7:019: Vandalism**

The School Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.



## **Student Services**

District 31 provides a continuum of supportive services to students requiring additional assistance at school. The programs consist of varying levels of academic and behavioral support for all students whose educational performance is so discrepant from their peers due to academic or behavioral reasons that various levels of support and interventions are provided. Students are identified through a school-wide screening and individual record review. The Support Services team includes academic support and special education teachers, school psychologists, occupational and physical therapists, social workers, speech-language pathologists, teacher assistants and English Learner (EL) teachers.

### **System of Supports**

District #31 employs a Multi-Tiered System of Supports (MTSS) using a data-driven problem-solving process to maximize academic, social, and behavioral growth for all learners. MTSS aligns resources and supports for students receiving instruction (direct intervention) and for teachers and other staff who are delivering instructions (instructional coaching).

### **Students with Disabilities**

District 31 complies with the provisions of the Individuals With Disabilities Education Act (IDEA), Article 14 of the Illinois School Code, and Section 504 of the Rehabilitation Act of 1973, and their implementing regulations and provides a Free Appropriate Public Education, (FAPE) in the least restrictive environment to all eligible children. Special education and related services address the adverse effect(s) of the disability on a student's education.

District 31 is a member of the Northern Suburban Special Education District (NSSED), which is a special education district comprised of other public school districts. NSSED works with District #31 to provide a continuum of services, programs, and accommodations for students with disabilities.

For further information regarding programs, identification, assessment, placement, and services for children with disabilities or how to request an evaluation for your child, contact Dr. Janine Gruhn, Director of Special Education at the District #31 Administrative Office at 847-313-4414..

### **Behavior Intervention**

District 31 has policies and procedures, including rules for the use of isolated time out and physical restraint (105 ILCS 5/14-8.05(c), 10-20.33; 23 Ill. Admin. Code Sec. 1.280, 1.285). Any time a new policy is adopted by the Board of Education or an existing policy is amended by the Board of Education, that Board action is included within the Board Briefs completed within a week following the adoption, and the new/amended policies are available on the District website for public viewing. District #31 student behavior policies include the following:

#### *Use of Isolated Time Out and Physical Restraint, Board Policy 7:013*

For students with IEPs, a copy of the District's policies and procedures will be provided to the parents/guardians within 15 days after the policies and procedures have been adopted by the Board, or within 15 days after the Board has amended its policies and procedures, or at the time an IEP is first implemented for the student. At a student's annual review IEP meeting, the policies and procedures will be reviewed and a copy provided to the parents/guardians as well.

The District will provide written notice to the parents/guardians within 24 hours after any use of isolated time out or physical restraint (unless the parents/guardians have provided the District with a written waiver of this requirement for notification). The notice shall include the student's



name, date of incident, description of the intervention used, and the name of a contact person with a telephone number to be called for further information.

- Bus Conduct, Board Policy 7:015
- Conduct Code for Participants in Extracurricular Activities, Board Policy 7:033
- Expulsion Procedures, Board Policy 7:017
- Misconduct by Students with Disabilities, Board Policy 7:020
- Search and Seizure, Board Policy 7:002
- Student Behavior, Board Policy 7:001
- Suspension Procedures, Board Policy 7:018
- Vandalism, Board Policy 7:019

### **Parents' Legal Protections When a District Seeks to Access Public Funds or Insurance**

Parents of children with disabilities have legal protections when public agencies seek to access public benefits or insurance (e.g., Medicaid) to pay for services required under the IDEA (34 C.F.R. § 300.154(d)(2)). Prior to accessing these benefits and annually thereafter, parents must be notified of the following information:

- Personally identifiable information may be disclosed.
- Purpose of the disclosure (e.g., billing for services)
- Agency to which disclosure will be made (e.g., Medicaid)
- The following no-cost statements:
  - Parents may not be required to enroll in public benefits in order for their child to receive FAPE.
  - Parents may not be required to incur out-of-pocket expenses such as a deductible or co-pay.
  - A district may not use a child's benefits if that use would decrease lifetime coverage, increase premiums, result in the family paying for services that would otherwise be covered, or risk loss of eligibility for certain waivers.
- Parents have the right to withdraw their consent at any time.
- The withdrawal of consent or a refusal to consent does not relieve the district of its obligation to provide all required services at no cost to the parents.

### **Deaf, Hard of Hearing, Blind, or Visually Impaired Students**

All students who are deaf, hard of hearing, blind, or visually impaired may be eligible to receive services from the Illinois School for the Deaf or the Illinois school for the Visually Impaired. The Illinois School for the Deaf provides services such as medical, audiological, vision, and speech services. The Illinois School for the Visually Impaired provides services in all academic areas, orientation and mobility, compensatory skills, such as Braille, and career education. More information regarding school services, admission criteria, and school contact information may be found at <http://www.illinoisdeaf.org/> and <http://www.isvi.net/>. There are also schools other than the Illinois School for the Deaf and the Illinois School for the Visually Impaired that provide similar services. Contact District #31's Director of Special Education, Mrs. Beth Parker, at the District's Administrative Office at 847-313-4414, about these services for your student.

### **English Learner (EL)**

Language instruction in English is available to students who, due to limited English proficiency, are developing the necessary communication skills to be successful in school and our community. Students work on reading, writing, listening and speaking skills while learning the English language. Bilingual services are offered for students who meet the criteria recommended





by the district and state guidelines. Parents will receive notification of their child's eligibility for bilingual education services and the services that will be provided as required by law.

### **Preschool Screenings**

Preschool screenings are available to children from birth to five years old at the request of parents who have concerns about their development and/or to identify children ages 3-5 who may be eligible for special education and related services. These screenings are by appointment only. The pre-school screening focuses on speech/language motor, socialization, and school readiness skills. Please contact Meghan Swift, Administrative Assistant for Support Services, at 847-313-4414. .

### **Homebound/Hospital Instruction**

Home/hospital services are provided to a student when a licensed medical physician determines that the student, will or is anticipated, due to a medical condition, will be out of school for a minimum of two consecutive weeks of school (10 days) or more or on an ongoing intermittent basis. The goal of home/hospital instruction is to afford the student experiences equivalent to those afforded to other students at the same grade level and are designed to enable the student to return to the classroom. Thus, the substance or content of the instruction, generally academic, is to enable the student to remain synchronized with the other students in his or her class.

### **McKinney-Vento Homeless Students**

Under the McKinney-Vento Homeless Assistance Act, schools must ensure that homeless children and youths have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youths. Homeless students must also have access to the education and other services needed to meet the same challenging State academic standards to which all students are held.

Homeless children and youths refers to individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Youths who are sharing housing due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Youths who are living in emergency or transitional shelters; or are abandoned in hospitals; have a primary nighttime residence that is a public or private place not designed to be a regular sleeping accommodation for human beings;
- Youths living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- And migratory children, who qualify as homeless because of their living arrangements.

Guarantees for Homeless Children and Youth:

- Ability to enroll in school, even if lacking paperwork normally required
- The right to attend in the school of origin or in the school in the attendance area where currently residing
- An “equal playing field” and the removal of barriers to receiving educational services (including free school meals, fee waivers for school fees, access to tutoring, and more)
- Transportation to and from school (if transportation is a barrier to receiving an education)
- The right to attend school along with children not experiencing homelessness



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- The posting of homeless students' rights in all schools and other places around the community.

Learn more by contacting Dr. Janine Gruhn, Assistant Superintendent for Student Services, at [jgruhn@district31.net](mailto:jgruhn@district31.net) or call 847-313-4411.

### **Alternative Learning Opportunity Programs**

Per Non-Regulatory Guidance: Public Act 97-0495 (Regional Safe School and Alternative Learning Opportunity Programs), District 31 provides students with a free appropriate public education and fulfills all provisions of a student's IEP. The law defines "disruptive student" as "suspension or expulsion eligible students in any grades 6 through 12. Regional Safe School Programs (RSSPs) may serve District 31 students in 6th through 8th grades. Alternative Learning Opportunities (ALOP) programs serve District 31 students in 4th through 8th grade.

### **Visitors**

**For the 2020-2021 school year, visitors to District 31 buildings will be limited. Please contact the building principals with questions.**

District 31 offices - Winkelman, Field, and District - utilize the Raptor Visitor Management System. This System allows us to know which individuals are in our buildings at all times as well as to screen visitors, contractors, and volunteers against the national database of registered sex offenders.

Upon entering a District 31 building, visitors are required to present an ID, such as a Driver's License or another form of identification that includes the person's name and birthdate. This ID is scanned or manually entered into the Raptor system that checks the visitor's ID information against the national database of registered sex offenders. If entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. If entry is not approved, the visitor is required to immediately leave the premises.

A visitor's badge is not necessary for those who visit our schools simply to drop off or pick up an item in the office.





## West Northfield School District 31 Handbook

### Field Middle School Handbook



Welcome to Field!

Field is full of dynamic and committed staff and caring students. Our goal is to provide an educational environment that supports that academic, physical and social emotional growth of all students. This handbook is designed to help both students and parents become familiar with the operations and procedures of Field Middle School and District 31, as well as to answer some frequently asked questions. Please review it with your child, and feel free to call, email or visit the school office if you have questions or concerns. We look forward to a successful school year.

Sincerely,

Dr. April Miller, Principal

Mr. Justin Cooper, Assistant Principal



## Communication

### Home-School Communication

Communication between the home and school is an important component of student academic progress. While our school has a regular system of gradebook updates, grade reports, homework pages, and parent/teacher conferences, parents are encouraged to contact the classroom teacher or their child's adviser when they have questions about their child's performance or are interested in being more actively involved in their child's learning. Parents do not need to wait for a online grade update, report card or parent conference date to initiate this contact. Please note that teachers will answer communications (phone/e-mail) within 24 hours on business/school days. Staff are not expected to respond on weekends, evenings, or days off from school.

**Teacher Webpages** - Our staff will use Google Education as our classroom management platform. Log-in information will be shared with the students. No log-in information is needed for parent access. You will receive an email from Google Education with information on how to get updates from Google Classroom. This webpage, which will minimally be updated weekly (by Monday at 5pm), will provide class news updates, important links, and daily homework descriptions, as appropriate. Please note, that while our teachers will do their best to keep the page current if a change occurs, the very nature of education requires flexibility to accommodate student learning needs and teachable moments. The Field office will also be utilizing the school webpage, weekly parent email, and Facebook to keep you updated on school happenings and news. Please contact the Field office if you do not have access to the Internet at home or at work.

**School Newsletters** - School news and information will be updated weekly on our school website and through the principal weekly e-mail. Please contact the Field office if you do not have access to the Internet at home or at work. In addition, parents can utilize Skyward Gradebook and Google classroom to learn information about homework and grades.

**Online Gradebook** - Field Middle School has made its gradebooks viewable by parents and students in an effort to improve communication. Research has shown that students who monitor their own progress actually do better. When parents and students log in they will be able to view their own grades only. While some teachers will constantly update grades, all teachers will update their grades every 2-3 weeks. These dates are listed on the district calendar. Please note that assignments turned in during the week designated as an "update" week may not be included as teachers need time to properly assess the work. The online gradebook will take the place of mid-quarter progress reports. Please contact the Field office if you do not have access to the Internet at home or at work. In addition, Skyward will e-mail parents if assignments are missing for more than ten days or a grade falls below 70%. These are the default thresholds. If you would like to change the thresholds, please log into Skyward.

**Report Cards** - Report cards are issued four times a year, approximately every nine weeks. The school calendar indicates the exact date each quarter ends, and the report card is sent home with students approximately two weeks after the close of the quarter. Report cards are sent home electronically via Skyward. If you would prefer a paper copy, please call the office.

**Parent-Teacher Conferences** - Parent-teacher conferences are held in the fall and spring. Letters will be sent home prior to conferences giving directions on times and sign-up procedures. Conference dates are also listed on the school calendar.



## **Curriculum**

Please refer to the website for videos detailing the curriculum and academic programs of Field Middle School.

### **ELA-English Language Arts**

The ELA (English Language Arts) curriculum focuses on the process of reading, writing, listening, speaking and thinking based on the ELA Common Core curriculum. These ideas are studied in depth and with high expectations in order to prepare students for the demands of high school. During this eighty minute class, students study and analyze a wide variety of literary genres in order to broaden their understanding of literacy structures and devices. Students are expected to use the writing process proficiently to create more sophisticated projects while employing correct grammar, spelling and language mechanics. Students will read many types of fiction and non fiction. Non fiction reading will often correlate with genres of fictions. Poetry will also be incorporated. Students will be expected to do independent writing. Readings are selected to highlight various literary elements. Students will also participate in various types of speaking and listening activities such as formal and impromptu speeches. The writing curriculum, based on Step of to Writing and 6+1 Writing Traits, emphasizes the writing skills students need to be successful in high school. Students use the writing process in all of the major writing assignments, which includes pre-writing, revising, editing, sharing, and publishing. Students will produce multiple types of writing including narrative, persuasive and exploratory essays. Students will be expected to use primary and secondary support in their writing. As students write, language on language mechanics and grammar usage, will be incorporated. A sheltered ELL ELA class will be offered for students who are English Language Learners.

### **ELA Workshop**

The ELAW takes the place of the standard ELA (English Language Arts) class for students who have been identified as accelerated in language abilities. The goals of this accelerated class are based on the English Language Arts Common Core Standards and mirror the goals of our traditional language arts program. However, the methods, materials, assessments, and pacing of the class will reflect a more sophisticated readiness to explore advanced literature and composition.

### **Social Studies**

All students participate in a daily social studies course. All social studies course use the lens of PERSIA (P-Political, E-Economics, R-Religions, S-Social, I-Intellectual, A-Area/Geography). Sixth grade students will study ancient world history and cultures. Seventh grade students explore US History and take the Illinois and Federal Constitution Tests. The eighth grade program is designed to explore modern world history. A sheltered ELL social studies will be offered for students who are English Language Learners.

### **Science**

The goal of the District 31 science program is to develop the scientific and technological literacy of our students through hands-on laboratory activities, current events, research skills, and technological applications. In the spring, 6th and 7th grade students participate in the Science Expo. 8th grade students will have an opportunity to participate in a hands-on activity earlier in the year. The science curriculum uses the Interactive Science program and is based on the Next Generation Science Standards. Sixth grade students will study physical and earth science. In seventh grade students will explore life science and are introduced to dissection (actual participation is optional). Chemistry and physics is the foundation of the eighth grade program.



## Mathematics

Leveled and progressive math courses are offered in sixth, seventh and eighth grades. Testing and teacher recommendation are used to place students in an appropriate level math course. The foundation of the math program is the Common Core Math Standards.

	<b>On Grade Level</b> Estimate: 45% of students Two sections at each grade	<b>Accelerated</b> Estimate: 40% of students Two sections at each grade	<b>Double Accelerated</b> Estimate: 15% of students One section at each grade
<b>6<sup>th</sup> Grade</b>	<b>Common Core 6</b> Big Ideas Green	<b>Advanced 1</b> Big Ideas Adv. 1	<b>Advanced 1 and 2</b> Big Ideas Adv. 1 and Adv. 2 (two books)
<b>7<sup>th</sup> Grade</b>	<b>Common Core 7</b> Big Ideas Red	<b>Advanced 2</b> Big Ideas Adv. 2	<b>HS Algebra 1</b> Algebra 1 from Gateways*
<b>8<sup>th</sup> Grade</b>	<b>Common Core 8 with 8th Grade Algebra</b> Big Ideas Blue	<b>HS Algebra 1</b> Alg 1 from Gateways*	<b>Geometry Honors</b> Geometry for Enjoyment & Challenge

## Spanish

The foreign language study is a three-year program that must be started in sixth grade. The curriculum is based on developing communication skills including listening, speaking, reading, and writing. Students will speak and write in Spanish using grammar and vocabulary studied. Students learn about the culture and customs of the countries in which Spanish is spoken. Paired and group activities, skits, dialogues, and special projects encourage the practice of realistic conversation. Successful completion of three years of foreign language generally allows students to begin high school in a level two Spanish class.

## Field Band Program

Field has two bands for student musicians in grades 6 to 8 -- the Field Concert Band, open to all band students, and the Field Wind Ensemble, by audition only. The Wind Ensemble is the premier band in the program and represents District 31 at events outside the district.

Students in the band program receive weekly individual or group lessons during the school day and meet with their respective bands 2 or 3 mornings a week before school. Students receive a grade for participation in the Field Band Program.

Highlights of band participation include public concert performances at school as well as opportunities to audition for the Illinois Music Educators Association (IMEA) junior high Honors Band and to participate in the North Shore Solo and Ensemble festival. The Wind Ensemble members can also participate in additional concerts and festivals.

## Fine and Applied Art Exploratory

All students have the opportunity to participate in the fine and applied arts exploratories. During one semester, students will take the fine arts--art and music. During the other semester, students participate in the applied arts rotation--Family and Consumer Science and Stem Lab. The art program is not designed for the "artist," but for every student. The arts curriculum helps students develop his/her abilities in four areas: aesthetics, art criticism, art history, and art production. In the music rotation, students participate in a variety of hand-on activities designed to help them understand how music is composed and performed and how it affects their life. The FACS course introduces students to the wonderful world of Family and Consumer



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sciences. Students will participate in practical activities geared towards learning cooking and sewing skills. The STEM lab exposes students to science, engineering, technology and math, in a practical and hands-on format.

### **Physical Education and Health**

Physical education at Field School is designed to promote a positive attitude toward life-long participation in physical activity. The curriculum includes activities that build skills, increase physical fitness, and expand students' knowledge of a variety of sports and games. It is also designed to develop an appreciation of the human body as it moves and an understanding of the importance of physical activity in daily life. Sixth grade students are instructed in human growth and development during their physical education class. A parent notification letter will be sent out in the fall. Seventh and eighth grade students will focus on health related issues. The goal is that students acquire factual knowledge, health and positive attitudes, and responsible behaviors in order to make appropriate decisions and maintain healthy habits throughout their lives.

### **coreSUPPORT**

Field Middle School is committed to ensuring all students have the support necessary to ensure academic success at their grade level in the areas of literacy, math and executive functioning. Based on a combination of teacher recommendations, final grades, work completion, and a variety of assessments, including the Measurement of Academic Progress (NWEA MAP), Reading Curriculum Based Measurements (AIMSweb), and classroom assessments, it may be determined that your student be provided with one or more coreSUPPORT classes. These classes are generally taken in lieu of Spanish or of all or some of the arts rotation.

**coreLiteracy**-This course is designed to help students improve their reading comprehension and writing skills through the use of direct research based interventions.

**coreMath Strategies**-This course is taught by your child's math teacher and is designed to provide math support, math strategies, and pre- and re-teaching opportunities to support success in the common core math class. Only students in the on-grade level math course are eligible for this support.

**coreIntervention Math**-This course is designed to help students improve their math problem solving and computation skills through the use of a direct research based intervention.

**coreGuided Study**-This course is designed to help students learn and apply executive functioning skills such as organization, study strategies, and goal setting. It also offers students the opportunity to get assistance in applying these strategies to homework in a guided study hall setting.

### **English Learner (EL)**

The English Learner (EL) program is designed for the student with beginning to moderate proficiency in English. English is taught using science, social studies and literature materials appropriate for the student's age and level of English proficiency. Reading, writing, listening and speaking are emphasized.



## Dress Code

**ALL STUDENTS AND STAFF ARE TO WEAR MASKS DURING THE SCHOOL DAY. Masks may be removed while eating or drinking, or when outside at recess, PE, or during an outdoor supervised class break.**

### Personal Appearance and Dress

Field Middle School students are expected to use the Guidelines for Success when dressing for school. Good grooming on the part of students is a factor in developing a desirable classroom climate and aids in promoting growth, pride and service, establishing self-esteem and developing respect in themselves and in our school. A student's dress is expected to not be distracting, unreasonable, immodest or unkempt. Any student whose dress or conduct is disruptive to the educational process or could constitute a threat to the safety, health, or welfare of self or others will cause school officials to deal with his/her situation individually.

Coats and garments designed as cold weather outerwear are to be placed in the lockers prior to 1st period. Upon arrival to school, students are to remove all head coverings (unless for religious or medical reasons). Head coverings and coats should remain in the lockers until the student leaves the building or at the end of 10th period. We recommend that students keep a sweater or sweatshirt in their locker in case a classroom is cool.

The wearing of buttons, badges, or clothing bearing pictures, slogans or sayings shall be permitted as a form of expression, unless such buttons, badges, sayings on shirts, etc., are inappropriate for school. Examples of inappropriate forms of expressions are those that offend other students, faculty or staff members, contain ethnic or racial slurs, or are obscene. The determination as to the above standards will rest solely with the administration.

While in attendance during the school day, students may not dress in an unacceptable manner. Though not limited to the following, this list provides examples of unacceptable attire:

- Clothing which depicts, advertises or promotes drugs, alcohol, tobacco, violence, drugs, gangs, nudity, obscenity or profanity.
- Clothing that contains messages that are vulgar, offensive, obscene or libelous: that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability
- Clothing or accessories that may pose a potential danger or threat, be readily used as a weapon, or pose a safety or health concern such as spiked jewelry, wallet chains, studded belts or unusually large chain necklaces, etc.
- Clothing which could reflect gang membership, gang activity, or gang affiliation or gang look-alike
- Shirts and tops should cover undergarments.

If a student were to wear clothing which is inappropriate based on these guidelines, he/she would be asked to change into more appropriate clothing. This may include a sweater to cover a shirt or changing into a gym uniform for the day. Chronic violations may be subject to discipline in accordance with the Field Middle School Behavior Plan. Keep in mind, if you are in doubt whether or not your outfit is appropriate for school, it is probably not. When in doubt, don't wear it out.



## **Electronic Equipment**

Although it is recommended that these items not be brought to school, electronic equipment including but not restricted to cell phones, personal stereos, iPods, smart watches, digital cameras, pagers, PDAs, electronic games and any bluetooth device must be turned off between 8:30 a.m. and 3:30 p.m. Students participating in afterschool activities are also asked not to use electronic devices. Students are responsible for these items if they bring them to school. Such devices that are capable of sending and/or receiving text or electronic messages or images are also to be turned off during school and kept secured in a student's locker. Under no circumstances are students permitted to take and/or transmit digital images in school, on school property, or at school events, where students and/or staff have a reasonable expectation of privacy. Examples include, but are not limited to, locker rooms, washrooms, buses, athletic fields, and field trips. The only personal computing devices permitted for use during the school day are district owned Chromebooks, at the discretion of the District 31 staff. If phones are visible, or emit sound, without permission on a student, the teacher will take it and bring it to the office. The student can retrieve it at the end of the day. If there are more than three infractions in a year, the student will be required to turn their phone into the office for safekeeping at the beginning of each day.





## **General Expectations & Information**

### **Academic Expectations**

Students are expected to achieve at their level of ability, and positive systems of recognition will be utilized to encourage students toward their highest potential. Students are expected to put forth a level of effort necessary to satisfactorily complete all required assignments. Students who are capable of doing acceptable work but do little or no work in class or at home may not be recommended for promotion.

### **Homework**

Homework is an important part of our school's academic program. Homework should be a meaningful extension of classroom learning, allowing students to expand their skills and scope of knowledge. Homework also provides opportunities for parents to maintain involvement in their child's learning, not by doing the homework, but by maintaining an ongoing awareness of the learning activities in which the child is involved. Students are expected to turn in homework on time and in a manner keeping with our high academic standards.

### **Grading and Promotion**

The decision to promote or retain a student is based on Board Policy 6:020, Grading and Promotion.

### **Graduation**

A student is eligible for graduation from District 31 after successfully completing the educational program adopted by the Board of Education. The graduation ceremony is held at Glenbrook North or South High School. The date is established by the Board of Education in cooperation with other elementary school districts in the area. Information about graduation activities and the ceremony will be communicated to students and parents midway through the year.

### **Internet/Technology Use**

All users of the District Technology Network (System) must comply with the District's Acceptable Use Guidelines. The use of the District's network, including the Internet, is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Access to the District's network including the Internet must be for the purpose of education or research and be consistent with the educational objectives of the District. Please go to the District 31 1:1 Handbook for more technology information.

### **Field Trips**

Field Trips have been suspended until further notice. Students are reminded that all school rules and regulations that exist in school are in effect on field trips. All students on field trips have the responsibility to uphold the positive reputation of our schools through their behavior. Students who choose not to follow school rules while on a field trip may be denied the opportunity to participate in other field trips. If this occurs, the student is expected to be at school the day of the field trip and will be required to complete an instructional activity that results in learning similar to the curricular purpose of the field trip. Additional information about field trips can be found in Board Policy 6:016, Field Trips.

### **Service Learning**

A wide range of service projects plays a significant role in the advisory program at Field. These types of projects allow teachers to stress important curricular concepts while students deal first hand with real-world issues. Here are a few examples of the myriad of ways our students focus on service to the local and global community.



- Sixth grade students, in addition to running the school recycling program, plan and implement a five-kilometer run/walk to raise money for various charities.
- Seventh grade students focus on intergenerational opportunities through activities like the Computer Partners Program, which pairs students with area senior citizens who want to learn basic computer skills.
- Eighth grade students focus on opportunities for global service through agencies such as Amnesty International and Habitat for Humanity.

### **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. In addition, students will practice emergency evacuation drills and strategies in case of an "Active Killer" or other type of extreme emergency.

### **Candy and Food**

Food, candy, and drinks are not permitted outside of the dining commons except for special, supervised classroom activities. Students found with open food, candy, or drinks outside of the dining commons will be asked to dispose of the items. Although chewing gum is a privilege extended to students, they must remember that any teacher has the right to designate his/her classroom as a gum free zone. Teachers may allow a brief nutrition break for a healthy snack during a morning class.

### **Detention**

A detention is a consequence students receive for not complying with a teacher's expectations or with school rules. A student who is given a detention must spend time with a teacher or administrator before school, after school or during the lunch/recess period. Failure to serve a detention could result in further disciplinary action.

### **Telephone Calls**

The school telephones are for school business. Students or teachers may not be called from classes to answer the phone except in emergency situations. Students may not make calls during class time without permission from the classroom teacher.

### **Lost and Found**

Articles that are found around school or on the bus should be turned in to the school office. Most lost property is then placed in a container in the dining common, with the exception of valuable items such as jewelry, eyeglasses, watches, and books, which are held in the school office. Students should check in the lost and found containers located in the dining commons and at the school office several times if something is lost.

### **Bicycles, Skateboards and Rollerblades**

Students are not allowed to ride bicycles, skateboard, or rollerblades on school property. Once on school property, students must walk their bicycles to designated parking areas and lock their bikes in the designated areas only. Students who ride skateboards or wear rollerblades to school must carry them as soon as they arrive on school property and should store them in their lockers during the school day.

### **Leaving School Grounds**

No child will be allowed to leave the school grounds without the permission of the principal. In the event that parents must remove a child from school before the end of classes, a note should



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be sent to school. Parents must come to the office and check in with the school secretary when a child is being picked up prior to the regular dismissal time.



## **Guidelines for School Success- Field Pride**

### **Field Middle School Behavior Plan**

This page is meant to help you understand the consequences of your choices. Each situation is investigated thoroughly then dealt with on a case-by-case basis. Therefore, the following grids are not to be considered an all-inclusive list of possible infractions nor associated consequences.

#### **Types of Prohibited Behavior That May Receive Consequences**

Please note that this list is not intended to be a comprehensive list.

- Tardy
- Cell Phone
- Common Area Violations
- Dress Code
- Littering
- Non-compliance
- Property Misuse
- Missing Recess Round-Up
- Technology Violations
- Defiance
- Academic Integrity Violations
- Stealing
- Technology Violations
- Bullying
- Profanity/ Hurtful Language
- Missing Detention
- Fighting
- Harassment
- Vandalism
- Major Theft
- Verbal Aggression
- Weapons
- Drugs

#### **Possible Consequences for Prohibited Behavior**

Please note that this list is not intended to be a comprehensive list.

- Formal reminder/warning from staff member
- Possible consequence from staff member
- Documented in Skyward
- Meet with team/staff member for reteaching/reflection
- Reflection
- Detention
- Community Service
- Home contact
- Parent-Teacher-Office Conference
- In-school exclusion
- Suspension
- Expulsion
- Request to move to the problem solving process

Please note that infractions are entered in our Skyward system.

### **Code of Conduct**



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Student Name \_\_\_\_\_

Date \_\_\_\_\_

I have participated and understand the following behavior expectations (please initial each one)

### Part I: Stations

\_\_\_\_\_Arrival Expectations

\_\_\_\_\_Bus Expectations

\_\_\_\_\_Office/Nurse Expectations  
expectations

\_\_\_\_\_Hallway behavior

\_\_\_\_\_Locker Room expectations

\_\_\_\_\_Bathroom Expectations

\_\_\_\_\_Learning Center Expectations

\_\_\_\_\_Dress Code

\_\_\_\_\_Computer Lab Expectations

\_\_\_\_\_Dismissal Expectations

\_\_\_\_\_Dining Common Expectations

### Part II: Student Handbook

\_\_\_\_\_ A Field teacher/staff member reviewed the Student Handbook and Code of Conduct

### Part III: Academic Integrity

\_\_\_\_\_ I agree to the following statements about academic integrity

- I will not accept a copy of any test
- I will not steal a copy of any test
- I will not copy another student's answers during a test
- I will not knowingly provide another student answers to or copies of any test questions
- I will not use someone else's work and represent it as my own
- I will not use, or have available for use, notes, electronic devices, or other unpermitted materials during a test or homework without teacher permission
- I will not copy any portion of another student's homework, paper, project, lab report, take home test, or electronic file and represent it as my own work
- I will not have someone else work on or complete any portion of my homework, paper, project, lab report, take home test, electronic file, etc. and represent it as my own
- I will not permit another student to copy any portion of my homework, paper, project, lab report, take home test, electronic file, etc. and let them represent it as their own work
- I will not use any portion of copyrighted or published material, including but not limited to electronic or print media, without crediting the source

### Part IV:

\_\_\_\_\_A Field teacher/staff member reviewed the Field Middle School Behavior Plan



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By signing below, it is understood that cheating is dishonest, degrades character and reputation, and impedes individual learning. I also understand that by cheating I am not exhibiting Field PRIDE.

I have carefully read, understand and agree to abide by the Field Middle School code of conduct, behavior plan and rules detailed on the Field Middle School Student Handbook found on the District 31 website.

Student

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent

Signature \_\_\_\_\_ Date \_\_\_\_\_

Examples of inappropriate behavior choice types:

LEVEL 1 TYPES	LEVEL 2 TYPES	LEVEL 3 TYPES	LEVEL 4 TYPES
<ul style="list-style-type: none"><li>• Tardy</li><li>• Cell Phone</li><li>• Common Area GPS violations (hallway, bathrooms, etc)</li><li>• Dress Code</li><li>• Littering</li><li>• Non-compliance</li><li>• Property Misuse</li><li>...etc</li></ul>	<ul style="list-style-type: none"><li>• Defiance</li><li>• Academic Integrity Violations</li><li>• Stealing</li><li>• Technology Violations</li><li>• Bullying</li><li>• Profanity/Hurtful Language</li><li>...etc.</li></ul>	<ul style="list-style-type: none"><li>• Fighting</li><li>• Harassment</li><li>• Vandalism</li><li>• Major Theft</li><li>• Verbal Aggression</li><li>....etc</li></ul>	<ul style="list-style-type: none"><li>• Weapons</li><li>• Drugs</li><li>...etc</li></ul>

EACH SITUATION IS INVESTIGATED THOROUGHLY THEN DEALT WITH ON A CASE-BY-CASE BASIS. THEREFORE, THE FOLLOWING GRIDS ARE NOT TO BE CONSIDERED AN ALL-INCLUSIVE LIST OF POSSIBLE INFRACTIONS NOR ASSOCIATED CONSEQUENCES.



## Leaf Awards

The staff at Field School strives to recognize students for their unique contributions to our learning environment. At the end of each marking period, staff members recommend students for the Silver LEAF award in academics and citizenship.

The LEAF awards (Leadership, Effort and Achievement at Field), presented to students during special assemblies after each grading period, are designed to encourage students to distinguish themselves through academic achievement, improvement and effort, and/or through cooperation, leadership and service to our school.

- Those students who receive a Silver LEAF award each grading period in academics, or a Silver LEAF award each grading period in citizenship, will be awarded a Gold LEAF award at the end of the school year. These students will have their names engraved on a brass plaque permanently displayed at our school.
- Award of Excellence-Students who receive a gold LEAF award for academics and a gold LEAF for citizenship qualify for Field School's Award of Excellence. Students who receive this highest honor award shall have their names engraved on a special plaque that is permanently on display in our school.

Students who have been involved in substantial acts of misconduct or who demonstrate a pattern of chronic misbehavior may forfeit their eligibility for any LEAF award.

### Types of LEAF Awards

#### *Citizenship Silver LEAF Awards*

LEAF certificated shall be awarded after each quarter to recognize the positive contributions students make to the school environment in any of the following ways.

- Cooperation-consistent willingness to work together with others in a positive manner.
- Leadership-consistent willingness to positively direct or guide others.
- Service-consistent demonstration of helping others through involvement in our school community.

#### Earning a Citizenship LEAF Award

A student must earn four points in a quarter to earn a Citizenship LEAF. Students who have chronic or major behavior infractions listed in Skyward are not eligible for a citizenship LEAF. Students can earn points in the following ways:

- Students can receive a recommendation from any four staff members for that quarter. Students can earn up to four points--one point for each recommendation.
- Students can earn one point for having NO negative behavior referrals or write-ups documented in Skyward.
- Students can earn one point for having at least one positive behavior or commendation entered into Skyward.
- Students can earn one point for participating in five or more hours of community service during a quarter. In order to receive the point for community service, students must turn in the verification form, signed by someone other than the parents, no later than the last day of each quarter (for fourth quarter it is by June 1).

#### *Academic Silver LEAF Awards*

LEAF certificates shall be awarded to recognize student achievement, improvement, and/or effort.





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### Earning an Academic LEAF Award - Achievement

In order to earn an academic achievement LEAF, students must have a GPA of at least 3.25 and have no grades of D, F or Fail (for a pass/fail class).

- A+ 4.0
- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C+ 2.3
- C 2.0
- C- 1.7
- D+ 1.3
- D 1.0
- D- 0.7
- F 0.0

### Earning an Academic LEAF Award - Improvement

In order to earn an academic improvement LEAF, students need to increase their overall GPA by 0.5 from the previous quarter. No improvement LEAFs will be given out Quarter 1.

### Earning an Academic LEAF Award - Effort

Examples of effort include, but are not limited to attentive and inquisitive classroom behavior, consistent adherence to schoolwork deadlines, consistent completion of homework, thorough and neat schoolwork, and seeking out teacher assistance.

In order to earn an effort LEAF, students must receive recommendations from any four staff members.



### **Length of the School Day**

#### **Length of the School Day 8:30-3:30**

Students are under school supervision beginning at 8:30 a.m. whether they are walking, bicycling, or being driven to school. For those students using bus transportation, the school day begins when they board the bus. On a normal school day, students should arrive at school after 8:20 a.m. unless they have band practice. Traditionally we have had scheduled school activities, or the opportunity to make a morning appointment with a teacher; however, due to student and staff safety, all before school activities, except band, have been canceled until further notice. Students are not permitted to wander the building unsupervised before the first bell at 8:30 a.m. Students who arrive before 8:20 must wait in the outer lobby. At 8:20, students will be directed to an area of the building where they are able to socially distance to wait for the 8:30 bell. The school day ends at 3:30. For student and staff safety, until further notice, all students are to leave the building. Traditionally, students may stay after school with a teacher for extra help, are going to watch a sporting event, or are involved in a scheduled school activity. The school day comes to an end when students leave the school property or are discharged from the bus.

#### **Tardy to Class**

Passing time is built into the Field School schedule. Students are expected to be in class on time. Attendance is taken every period. Students who are subsequently late to class may be asked to make up missed time before or after school or during lunch, or serve before or after school detentions. Habitual tardiness to class may result in a referral to the principal's office, parent conference, and further disciplinary action.

#### **Absenteeism/Make-Up Work**

Students are expected to be in attendance each day that school is in session unless absent for a valid cause. A student who has been absent is responsible for obtaining and completing all missing assignments. It may not be possible for a teacher to prepare work in advance for a planned, extended absence. When a student has an unexcused absence as defined by the school code, teachers are not required to provide individual instruction outside of the student's normal instructional period. Students absent from school for a half a day or more are not permitted to attend and/or participate in any after school activities or events on the day of the absence. Students are encouraged to contact classmates, access the teacher webpage or e-mail the teacher when they are absent for less than a three-day period to be informed of any homework assignments.



## **Lockers**

Students are assigned a locker by the office. Students are given a combination lock and are encouraged to keep their locker combination private to ensure the safety of their belongings. Students are also issued a locker and combination lock in physical education class. Students must remember that lockers are the property of the school, and thus accessible by administration if necessary. Students have the responsibility to keep their lockers clean and in good working order. Some students enjoy decorating or personalizing the inside of their lockers. Posters or slogans used to decorate lockers must be in good taste and appropriate to the school setting. Students may only use magnets when decorating lockers. The use of paint, pens, pencils, colored markers and the like are prohibited in decorating lockers. Students will be responsible for the cost of repair or replacement of lockers in cases of substantial damage. Only the student council is allowed to decorate the outside of lockers for birthday celebrations.

Please note, until further notice, students will only visit their locker if they have a coat to store for the day. Otherwise, students will carry their Executive Functioning backpack with them to all of their classes and will not store any learning materials in their locker.



## Student Activities

**ALL CLUBS AND BEFORE OR AFTER SCHOOL ACTIVITIES HAVE BEEN CANCELED UNTIL FURTHER NOTICE**

### Clubs, Activities, and Sports

Field School offers some opportunities for before and after school activities. A late bus will be available to all students at no cost on Tuesdays, Wednesdays, and Thursdays during the school year. Please check the websites listed below for club announcements, club information, and start dates.

- [Interscholastic Sports](#)
- [Clubs](#)
- [Student Council](#)
- [Musical](#)
- [Choir](#)

### Before School Open Learning Center/ Computer Lab

There will be open learning center/computer lab Monday-Friday during the school year. Students can be admitted at 8:05 a.m. as passes are available. There is no fee for this activity.

Field Middle School has established expectations for all activities which include:

- Academic work takes priority. Students who fall behind in their class, or who receive low grades in any of their classes, may have their participation limited until their schoolwork improves.
- Students are expected to take the late bus, be picked up by 4:30 p.m., or walk/bike home by 4:35 p.m. If students are picked up late more than three times in a semester they will either be required to take the late bus or not permitted to attend activities.
- Students are expected to follow school rules during the activities. If they are written up by a staff member more than three times in a semester during the after school time or have a major infraction (as determined by the principal) they will not be permitted to attend for the rest of the semester.



## **Visitors**

**VISITS TO FIELD HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE**

### **Visitors**

Please click [here](#) for district procedures regarding visiting Field

Former students must adhere to the district wide procedures when visiting Field and must have an appointment in order to be granted admittance.

An employer must grant an employee leave of up to 8 total hours during any school year (no more than 4 hours of which may be taken on any given day) to attend school conferences or activities related to the employee's child if they cannot be scheduled during non-work hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave granted to the employee, except sick leave and disability leave, before the employee is allowed such leave. Employees must make prior arrangements with their employers. The school shall provide the employee (parent/guardian) with documentation of the school visitation to submit to his/her/employer. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

### **Visits for Observation/Evaluation of Students with Disabilities**

The parents/guardians of students with disabilities who attend District programs will be permitted reasonable visits to observe their child or their child's current or proposed educational placement per Board Policy 7:029, School Visitation and Observation.



## Winkelman Elementary School Handbook



Welcome to Winkelman! Here you will find that our staff partner with our parents/guardians in the education of all of our students! As a team we value our rigorous curriculum, diverse population and commitment to each student as a member of our community. Our Winkelman Wildcat Way guides all that we do:

R= Respect for al

O= Ownership- making safe choices for my actions

A= Achievement - working hard to learn

R= Responsibility - knowing what is expected of me, committed to the Winkelman Wildcat Way

Our school will enhance the emotional and social well-being of students by creating an environment which fosters responsibility, accountability, respect for others, good citizenship, and an appreciation of our diversity.

We look forward to working with you! Please use this handbook as a guide, but always call our school office with any questions. Our main number is 847-729-5650.

Shaton Wolverton, Principal

Nino Alvarez, Assistant Principal



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### **Allergy Procedures**

For more information about our District procedures and Winkelman lunchroom procedures, please see our District Health Services- Allergy/Food procedures page 7 above.





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### **Attendance**

Please call the Winkelman Attendance Line, 847-729-5650, Ext. 1, and leave a detailed message before 9:00 a.m. if your child is going to be late or absent from school.

For more information, please see our district guidelines on attendance and truancy on page 12.



## Behavior Expectations

For more information regarding expected student behaviors at Winkelman, please refer to the Student Code of Conduct section of the District Handbook, <https://sites.google.com/a/district31.net/handbook2017edit/home/district-code-of-conduct>.

The Winkelman Wildcat Way focuses on behavior expectations for both students and staff through teaching positive redirection and interventions.

### Our Guiding Principle - ROAR

Respect for all

Ownership-making safe choices of one's actions

Achievement-working hard to learn

Responsibility-knowing what is expected and committed to the Winkelman Wildcat Way

### Voice Levels

Voice levels are identified and taught according to the following scale-

- 0 - silent
- 1 - whisper
- 2 - speaking with someone next to you
- 3 - speaking in front of a group
- 4 - outdoor voice

### Classrooms

Students and teachers work together to set specific behavior expectations for their individual classrooms.

### Lunch

Guidelines for Success Applied to Lunch Behavior

Respect	Ownership	Achievement	Responsibility
<ul style="list-style-type: none"><li>• Use kind words and actions towards others.</li><li>• Include others.</li><li>• Use good manners.</li></ul>	<ul style="list-style-type: none"><li>• Walk in the lunch room.</li><li>• Keep hands and feet to one's self.</li><li>• Stay seated.</li><li>• Ask for permission to leave the table, if needed.</li><li>• Keep food and drink to one's self.</li></ul>	<ul style="list-style-type: none"><li>• Use a voice level 2-partner talk.</li><li>• Follow the adult's directions.</li><li>• Be willing to take a risk and engage in new social experiences.</li></ul>	<ul style="list-style-type: none"><li>• Clean up after one's self.</li><li>• Sit facing forward.</li><li>• Line up quietly and be ready to go back to class.</li></ul>

### Outdoor Recess

Students must always dress for the weather. We go outside if the wind chill temperature is 15 degrees or warmer. Students may not bring toys or sports equipment from home to play with at recess.

Guidelines for Success Applied to Outdoor Recess Behavior

Respectful	Ownership	Achievement	Responsibility
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## West Northfield School District 31 Handbook

<ul style="list-style-type: none"> <li>• Welcome others to play and share equipment.</li> <li>• Display good sportsmanship.</li> <li>• Use kind words and actions towards others.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk safely to exit the building.</li> <li>• Play in a safe and kind manner according to the rules of the game.</li> <li>• Remain in a zone, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Take risks to engage in new social experiences.</li> <li>• Listen to adults and peers to learn a new activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the playground and equipment properly.</li> <li>• Solve problems calmly and ask for help when needed.</li> <li>• Be prepared to stop and line-up when the whistle blows.</li> </ul>
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### Indoor Recess

Students will remain in their classroom for recess due to inclement weather such as rain showers and/or extreme cold.

#### Guidelines for Success Applied to Indoor Recess Behavior

Respect	Ownership	Achievement	Responsibility
<ul style="list-style-type: none"> <li>• Use kind words and actions towards others.</li> <li>• Include others in games I am playing.</li> <li>• Share games, puzzles, and toys with classmates.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Walk safely in the classroom.</li> <li>• Ask an adult for permission to leave the classroom, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a voice level 2-partner talk.</li> <li>• Follow recess supervisor's directions.</li> <li>• Take risks to engage in new social experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after one's self.</li> <li>• Return all games, puzzles, and toys to the appropriate place.</li> <li>• Line up quietly and be ready to go to lunch.</li> </ul>

### Hallways/Movement

#### Guidelines for Success Applied to Hallways/Movement Behavior

Respect	Ownership	Achievement	Responsibility
<ul style="list-style-type: none"> <li>• Work in the hallway and use minimal space.</li> <li>• Follow the adult's directions.</li> <li>• Walk on the right side of the hallway in my assigned spot in line.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and personal belongings to self.</li> <li>• Keep belongings in cubbie.</li> <li>• Keep a voice level 1-a whisper, when in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to and follow the adult's directions.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use walking feet.</li> <li><input type="checkbox"/> Take the shortest route to a destination.</li> </ul>

### Bathroom

#### Guidelines for Success Applied to Bathroom Behavior

Respect	Ownership	Achievement	Responsibility
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## West Northfield School District 31 Handbook

<ul style="list-style-type: none"> <li>• Respect one's privacy and the privacy of others.</li> <li>• Wash hands.</li> <li>• Use voice level 1- a whisper.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to myself.</li> <li>• Use safe and respectful language.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the bathroom and return to class immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the bathrooms clean.</li> <li>• Dispose of items appropriately.</li> </ul>
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### AM Car Arrival

#### Guidelines for Success Applied to AM Car Arrival Behavior

Respect	Ownership	Achievement	Responsibility
<ul style="list-style-type: none"> <li>• Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Use safe and respectful language.</li> <li>• Use voice level 2-partner talk, while entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for the vehicle to come to a complete stop before exiting.</li> <li>• Safely exit the vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep belongings to one's self.</li> </ul>

### PM Car Departure

#### Guidelines for Success Applied to PM Car Departure Behavior

Respect	Ownership	Achievement	Responsibility
<ul style="list-style-type: none"> <li>• Listen to and follow the adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a voice level 2-partner talk.</li> <li>• Use safe and respectful language with peers.</li> </ul>	<ul style="list-style-type: none"> <li>• Look for one's vehicle.</li> <li>• Stay in defined grade level area.</li> <li>• Wait for one's vehicle to come to a complete stop before getting inside.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Keep food and drink inside of backpack.</li> <li>• Keep belongings to one's self.</li> </ul>

### AM Bus Arrival

#### Guidelines for Success Applied to AM Bus Arrival Behavior

Respect	Ownership	Achievement	Responsibility
<ul style="list-style-type: none"> <li>• Follow the bus driver's directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a voice level 2-partner talk.</li> <li>• Use safe and respectful language.</li> <li>• Keep the aisle clear of belongings.</li> <li>• Keep hands and feet to one's self.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to and follow all directions given by an adult.</li> <li>• Stay seated.</li> <li>• Keep food and drinks in backpack.</li> <li>• Sit facing forward.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep belongings to one's self.</li> </ul>

### PM Bus Departure

#### Guidelines for Success Applied to PM Bus Departure Behavior

Respect	Ownership	Achievement	Responsibility
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## West Northfield School District 31 Handbook

<ul style="list-style-type: none"><li>• Follow the bus driver's directions.</li></ul>	<ul style="list-style-type: none"><li>• Use a voice level 2-partner talk.</li><li>• Use safe and respectful language.</li><li>• Keep the aisle clear of belongings.</li><li>• Keep hands and feet to one's self.</li></ul>	<ul style="list-style-type: none"><li>• Listen to and follow all directions given by an adult.</li><li>• Remain seated once the bus departs.</li><li>• Keep food and drinks in backpack.</li><li>• Sit facing forward.</li></ul>	<ul style="list-style-type: none"><li>• Keep belongings to one's self.</li></ul>
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## West Northfield School District 31 Handbook

### Carpool Procedures

The safety of our students, parents, and staff is a top priority for us! We ask for your cooperation during student arrival and dismissal times. Please move along the car line as directed by the staff on duty. Do not leave your car while in line. Your child needs to enter and exit your car on the curb side only. After school, no students are permitted to leave the car line area without the adult picking them up to supervise them. Please see detailed carpool directions, attached below.

#### Winkelman School Carpool Directions

*Please follow these directions for the safe and most effective use of our carpool system. Please always follow the directions of our staff and the Cook County officers guiding our traffic. Thank you for your cooperation!*

- Car drop off and pickup is on the **south** side of the building. Please enter and exit at this location - we have a Cook County officer helping to direct traffic here.
- Please pull all the way up and allow students to enter/exit from the doors closest to the front of the building (western end of the south side of the building). Preschool (PS) can arrive using the eastern doors.
- If you'd like to park and get out of your car, please park in a legal parking space in our parking lot. Do not park in the **Handicap** (unless you have proper identification) or **Traveling Staff**, or other marked spots. If you choose this option in the morning or afternoon, you must exit your car and walk your child to the side door in the morning and walk to pick up your child in the afternoon. When picking up in the afternoon, please let an adult on duty know that you are leaving with your child.
- If you have children that attend both our K-5 school as well as the NSSD preschool program, in the morning please drop off your older children during the K-5 carpool times. Then please re-enter the carpool line for the preschool drop off at the appropriate times. In the afternoon (afternoon preschool) do not enter the carpool line until 2:55.
- If your child arrives late or leaves early you must come inside and sign her/him in or out. Please park and enter through our front doors.
- Please send a note to school if your child is leaving early, going home in an alternate way or missing school. The teacher will notify the office.
- If your child will be out of school please call us by 9:00 AM at 847-729-5650 - press 1 for the attendance line.
- **Hours**

7:50 AM doors open for grades K-5

8:20 AM K-5 school begins - if you arrive after 8:20, please park and sign your child in

8:25 AM Morning and full day preschool arrives (carpool can arrive at 8:20)

10:55 AM Morning preschool dismisses

12:25 PM Afternoon preschool arrives (carpool can arrive at 12:20)

1:55 PM Full day preschool dismisses

2:40 PM K-5 dismisses

2:55 PM Afternoon preschool dismisses

3:00 PM if you are late and arrive after 3:00 please park and come into our office

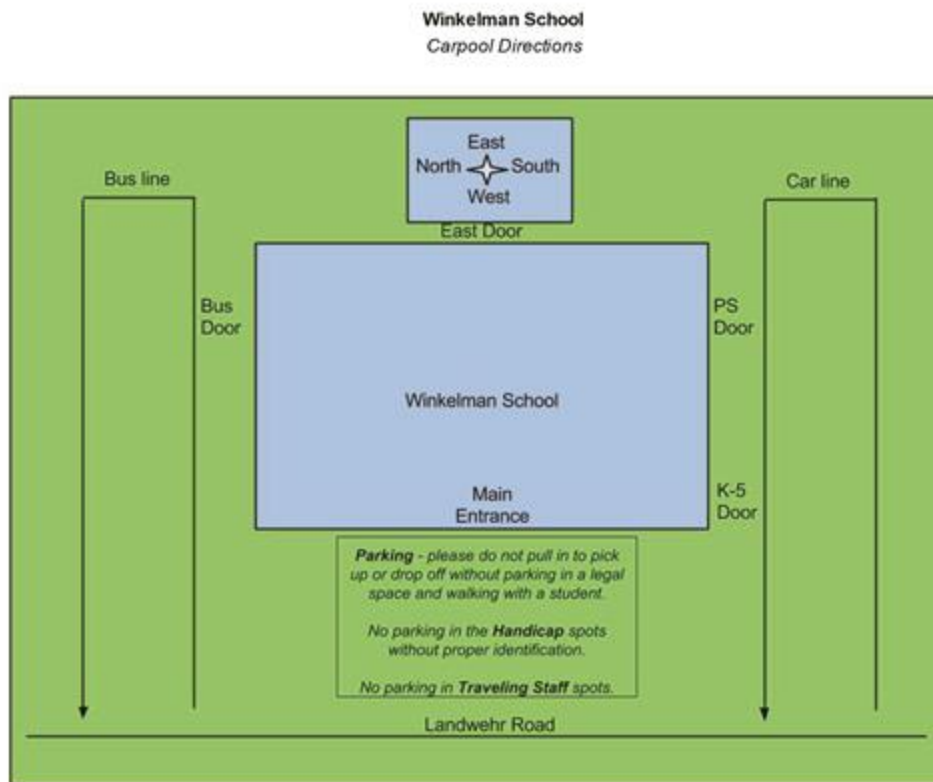
3:40 PM after school activity pick up

Park District pickup is at our back (east) door

*See the next page for a property map. Please note that parents may only enter our main entrance and follow our security guidelines for entering the building. Thank you for your cooperation.*



## West Northfield School District 31 Handbook



If you choose to allow your child to walk or ride a bike to/from school, please complete the Walker Form below and return it to our office.





## West Northfield School District 31 Handbook

### Student Walker Parental Permission Form

At Winkelman School each year there are some parents who allow their children to walk home from school at the child's discretion. It is necessary for each child's safety, that teachers and other after school supervisors know who has parental permission to make this choice.

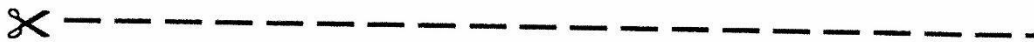
We are asking that anyone who wants their youngster to be able to choose to walk, fill out the attached sheet and return it to the school office. Walker passes are only for students in second through fifth grade. Once the permission sheet has been received, the child will be given a walker's tag to display on his/her backpack. **THE CHILD MUST HAVE THE TAG DISPLAYED IN THIS MANNER, OR S/HE WILL NOT BE ALLOWED TO WALK HOME.**

If a child wishes to walk home and does not have the walker's tag in his/her possession that day, even with a signed permission in the office, s/he will not be allowed to walk.

Students with current passes must exit ONLY through the bus doors at the end of the day. A crossing guard is located at the end of the bus driveway for students needing to cross Landwehr Road. Please be advised that there are **NO CROSSING GUARDS** later in the day, and that **NO STUDENT MAY WALK HOME FROM AN AFTER SCHOOL CLUB.**

If your child loses the walker tag during the year, another may be purchased at the school office for \$5.00.

Please take your child's age and level of maturity into account as you make this decision. We want all of our students to get home in a safe and responsible manner.



### Student Walker Parent Permission

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Parent's Name (PLEASE PRINT) \_\_\_\_\_

I give my permission for my child to walk home from school when s/he wants to do so. I have read and understand the explanation above.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Curriculum**

### **English/ Language Arts**

The English/Language Arts (ELA) curriculum is grounded in the The New Illinois Learning Standards (i.e., The Common Core) and includes reading, writing, listening, speaking, language/grammar, and handwriting. Grade level teachers use several curricular resources such as the Wright Group's Lead 21 (K-5), Step Up to Writing (K-5), Jolly Phonics (K & 1), and Words their Way (1-4) to design instructional units that help students to develop and integrate the targeted skills. ELA is taught for approximately 90 to 120 minutes a day and is integrated into other areas of the curriculum as well.

### **Technology**

Students in the 3rd - 5th grades have 1:1 iPads that are used across the curriculum during the school day and go home nightly as part of homework assignments. The Kindergarten - 2nd grade have classroom sets of iPads (1:2 ratio) that stay at school. In addition, classrooms have laptops, desktops, projectors, document cameras, and Apple TV's to support instruction.

For detailed information about the District's 1:1 Technology Program, please refer to the District 31-1:1 Technology Handbook.

### **Mathematics**

Mathematics instruction is grounded in the New Illinois Learning Standards for Math (i.e., The Common Core) and emphasis is placed on both math content skills (e.g., numbers and operations, algebraic thinking, measurement and data, and geometry) and math process skills (e.g., model with mathematics, reason abstractly, use tools strategically, make sense of problems and persevere in solving them, etc.). The primary curricular resource used when designing math instruction is the Math Expressions program. Students in the 2nd - 4th grades may also use Reflex Math, a web-based program, to develop math fact fluency.

### **Art**

The art program is a comprehensive program for kindergarten through fifth grade. Students meet one time each week. The art program is coordinated with the classroom teachers to afford the greatest amount of reinforcement of skills and relationships to concepts being taught in the academic areas whenever possible. Students study the language of art while practicing its use. The students talk about and create artwork that employ the basic elements of visual expression including line, shape, color and texture.

### **Social Studies**

The goal of the social studies program is to develop knowledgeable and competent citizens. Social studies is taught as a multidisciplinary subject which includes history, geography, economics, sociology, government and current events. Students in the lower grades begin learning about their community. As they advance through the grades, their instruction in social studies broadens to encompass our country and the world.

### **Science**

One of the unique educational features of our school is our dedicated science lab classroom for grades 3-5. The specialized science coordinator is one of the resource instructors on our staff who works throughout the year to supplement classroom science instruction with hands-on experiments and programs. The science lab teacher and classroom teachers closely coordinate lessons and instruction for all students.

### **Physical Education**



## West Northfield School District 31 Handbook

All Winkelman students enjoy daily physical education. Classes go outside, weather permitting. The physical education curriculum is an integral and valuable facet of the total school curriculum and is designed to provide learning experiences which will result in efficient body management in a variety of movement situations. Teachers foster perceptual motor development, basic motor and rhythmic skills and the importance of physical health and fitness.

### **Music**

At Winkelman School, music instruction focuses on skills taught through singing and the use of rhythm instruments. Students meet two times each week for music. In music classes, each grade learns the music program for annual performances that are presented for the entire student body and their families.

### **Band**

Fifth grade students have the opportunity to sign up to learn to play a band instrument. No previous experience is necessary. At the beginning of the year students will be able to try the different instruments to select the one they want. Students participate in group lessons during the school day and meet as a band one day each week after school. They participate in concerts throughout the year.

### **Library/Media**

All students have opportunities to have regular time in Library Media Center (LMC). The goals of the LMC include teaching students how to be effective users of ideas and information, to empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information; and to instill a love of learning in all students.

### **Field Trips**

Throughout the year, opportunities are presented for enrichment excursions away from school grounds. Permission forms are sent home before these trips to let parents know the specific details of each trip. Students are responsible for field trip fees.

For more information regarding field trips, refer to District Handbook, Field Trips on page 25



## **Gym Clothes**

Students are required to wear either tie or Velcro gym shoes, with light colored soles for gym classes. The sole should provide for the heel and the ball of the foot to be well-cushioned (platforms or high-heeled shoes are not permitted). Normal school clothing may be worn for class. If girls are wearing skirts or dresses, they may bring shorts to wear under their clothing to permit freedom of movement.



## **Health Snack Breaks**

Students are permitted to bring a nutritional snack to school that may be eaten during a daily class break time. These break times are different for each class. Teachers will inform parents about the types of food items that are permitted.

For more information, please refer to District Handbook, Allergy/Food Procedures on page 7.



## **Home-School Communication**

Communication between the home and school is a vital component of each child's academic success. Through the Winkelman website, parents and students can view web pages for their child's homeroom and specials (art, music, physical education, learning center and science) classes. These web pages will be updated with class news, important informational links, homework assignments and other general information. Please contact the Winkelman office if you do not have access to the internet.



## **Homework**

Many learning experiences may be enhanced by extending classwork through the assignment of work to be done at home. The type, frequency, and quantity of homework are based on the needs of the student as determined by the professional judgment of the teacher. Generally, a student can expect to have about 10 minutes of homework for each grade level number (for instance, 20 minutes in 2nd grade). Please check with your child's teacher for detailed expectations. Families are encouraged to read with their children every day.





## **Kindergarten Roundup**

A Kindergarten Roundup program is held for incoming kindergarten students prior to the beginning of the new school year. Newly enrolled kindergartners participate in a screening with teachers and staff members to assess readiness for kindergarten in the areas of literacy and math. Parents will be notified about the dates for this annual program.



## **Lost and Found**

Articles that are found around school are placed in the Lost and Found container located in the dining commons. Valuable items such as jewelry, eyeglasses, and watches are held in the school office. Students should check multiple times if something is lost. All unclaimed clothing items are donated to charity.



## West Northfield School District 31 Handbook

### **New Students to Winkelman School**

Pupils new to District 31 must first prove residency at the District 31 Administrative Office, located at 3131 Techny Road in Northbrook. Residency documentation is required for all new students moving into the District, for entering kindergarten students, annually for all preschool-aged students, and for students who move to a different address within District 31. In order to attend the District on a tuition-free basis, a student is required to live within the boundaries or meet state law exceptions noted within Board Policy 7:005. A student's residence is the same as the person who has legal custody of the child. District 31 reserves the right to request documentation proving residency from all families, as needed.

For registration and enrollment information, please refer to District Handbook, Admission and Fees, on page 5 and Board Policy 7:005, Residency.

If your child is new to Winkelman School, please complete the form below and turn it into our office staff. Thank you!



## **Parents Delivering Forgotten Items**

If students forget items at home such as books, lunch, musical instruments, and homework, parents/guardians may bring these items to the school office. School staff will distribute these materials to the teacher.



## **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 for all students. Therefore, we expect children to be appropriately dressed on school property and to dress in such a way as not to disrupt the educational process.

No hats may be worn in the building.

A change of clothing should be available in each child's locker for accidents that may occur on the playground as a result of rain or snow.



## **School Hours**

### **Grades K-5**

8:10 a.m to 2:40 p.m.

The entrance bell rings at 8:10 AM. Attendance is taken, and classes begin at 8:20 a.m. Students are expected to arrive at school on time.

### **Full-day Preschool**

8:25 a.m to 1:55 p.m.

### **Morning Preschool**

8:25 a.m. to 10:55 a.m.

### **Afternoon Preschool**

12:25 p.m. to 2:55 p.m.



## **School Office and Security Procedures**

### **Visitors**

All doors to the building will be locked except for the outer doors at the main west entrance. Parents/visitors wishing to enter the building should park in the west parking lot and enter through these main school doors. Visitors must identify themselves and will be “buzzed in” a second set of doors to go directly into the school office. All visitors must sign in and leave a driver's license or ID card to obtain a visitor's pass. No one can proceed into the main building unless cleared through the main office.

An employer must grant an employee leave of up to 8 total hours during any school year (no more than 4 hours of which may be taken on any given day) to attend school conferences or activities related to the employee's child if they cannot be scheduled during non-work hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave granted to the employee, except sick leave and disability leave, before the employee is allowed such leave. Employees must make prior arrangements with their employers. The school shall provide the employee (parent/guardian) with documentation of the school visitation to submit to his/her/employer. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

### **Students**

- If your child arrives late or leaves early you must come inside and sign them in/out.
- Please send a note to school if your child is leaving early, going home in an alternate way or missing school. The teacher will notify the office.
- If your child will be out of school please call us by 8:00 a.m. at 847-729-5650. Select “1” for the attendance line and leave a message.
- When sending notes and/or payments to school please make sure the child's name, teacher's name and purpose of the note is on the envelope. Please put the child's name on the memo line of the check.

### **Returning to School for Forgotten Items**

Please help our students take responsibility for forgotten items. We cannot allow students back into the building without a staff escort after 3:00 p.m. Given our limited availability due to meetings and other obligations, please understand we are not always able to assist with this. Thank you for your understanding.





## **Service Learning Projects**

A variety of service learning projects are offered during the school year. Some recent examples include fundraising for breast cancer research, canned good drives for food pantries, and creating handmade decorations and items for homeless shelters, hospital patients, and other people in need in the community.



## **Student Activities**

### **School Musicals**

All students in kindergarten through fifth grade participate in a grade level musical each year. Parents and guests are invited to attend.

### **In-School Cultural Arts Activities**

Each school year, Winkelman students attend a variety of on-site cultural arts presentations and author visits funded by the Parent Teacher Club. These programs reinforce concepts taught in school.

### **Winkelman Student Council**

Students in grades 3 to 5 serve the school by planning school-wide functions, such as fundraisers to support community efforts, school spirit days, and special activities, to enhance what students study in class.



## **Student Progress Communication**

Teachers regularly stay in contact with parents to relate information regarding student progress through parent-teacher conferences in fall and spring and three report cards that are sent home.

- November: Conference and Report Card
- March: Conference and Report Card
- June: Report Card

Parents are also encouraged to request an additional conference at any time they feel that one may be needed. Interim Progress Reports are sent home for at-risk students throughout the school year.



## **Valuables/Money at School**

Students should not bring toys or expensive items to school, such as valuable jewelry or electronic devices, such as iPods, CD players, cell phones or electronic games. Money should only be brought to school for special purchases, such as lunch, field trips, school sales, etc. Please make sure that money brought to school is placed in an envelope with your child's name and teacher's name on it.