

The Skokie School Handbook 2009-2010



The Skokie School
520 Glendale Avenue
Winnetka, Illinois 60093
(847) 441-1750

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Winnetka Public School District 36

Skokie School Students

**520 Glendale Avenue
Winnetka, Illinois 60093
(847) 441-1750**

Welcome to The Skokie School

On behalf of the entire faculty and staff, we welcome you to The Skokie School. We are extremely proud of our student body, our supportive parents, and committed staff. We work together to foster high academic standards and social emotional skills within each individual in our school community. Various policies and procedures have been developed over the years through discussions with and suggestions from the students, faculty, parents, and the PTO. Many of these policies are written in the Skokie School Student Handbook that is printed inside each 5th and 6th grade assignment notebook. This handbook clarifies similar day-to day routines and school guidelines. It is consistent with the Student Handbook, but is not written in student-friendly language. We encourage parents and students to read both handbooks as a family. This process will help establish a clear understanding of guidelines and expectations. We look forward to everyone contributing to a successful year at Skokie School.

Close communication between home and school is of paramount importance to support the best interest of each student here at Skokie. Parents should call or to make an appointment with their youngster's advisor without hesitation to discuss important matters of mutual interest. Principals are always available to address any questions, concerns, or suggestions.

History of The Skokie School

The Skokie School re-opened in August 1998. An interesting history precedes the opening. The Skokie School was the district junior high beginning in 1920. As the student population grew and educational needs changed, Washburne School was built in 1969 to house the district's 7th and 8th grades, while Skokie housed the 5th and 6th grades. By 1980 the student population declined, allowing the 5th graders to move to the three elementary buildings and the sixth grade to become a welcomed part of Washburne.

By the late 1990s, the population at Washburne increased to 600 students. To accommodate the growth, the Board of Education elected to remodel and reopen the south end of Skokie School to house the sixth grade, leaving Carlton Washburne School as a 7/8 building. The 2000-2001 school year marked the reopening of Skokie as a 5/6 middle-level education center. A fifth and sixth grade center allows us to provide a unique and developmentally appropriate educational experience to the young people of the district.

The Skokie School has very deep and long-standing progressive education roots. The work of the progressive educator Dr. Carlton W. Washburne, district superintendent 1919-1943, is not only internationally recognized but still has a long-standing impact on our schools.

Philosophy and Mission

We believe that...

- The primary focus of education should be on intellectual growth with attention to the emotional, social, physical, and cultural development of students.
- Educating the early adolescent requires thoughtful and deliberate decisions by the professional staff and the active collaboration of the learner, the family, and the larger community.
- Through guidance and example, every student should be encouraged to reach his or her maximum intellectual potential.
- Learning requires consistent effort, collaboration, and a genuine commitment.
- It is essential to create a learning environment where students are encouraged to engage in reflective, independent, analytical, and creative thinking.
- Students and adults need to understand the effect that each person can have on one another, on the community, and on the world.
- It is important to develop self-confidence, lasting relationships, and positive interpersonal skills.
- Our school community must model thoughtfulness, consideration, cooperation, compassion, responsibility, and respect.
- The school environment must foster an atmosphere of trust and a feeling that it is acceptable for students and staff to take risks, resulting in successes as well as failures in the process of learning.
- Children learn best when a teacher utilizes appropriate teaching styles, plans purposeful and sequential activities, communicates clear expectations, integrates learning, and relates the content to a child's interests and existing knowledge.
- It is important to practice the principles of a democratic community, to foster sound decision making, and to encourage students to make responsible contributions to the school, their environment, and the larger community.
- We must respect the diversity and recognize the commonality among people.

Discrimination Statement

The Skokie School does not discriminate on the basis of race, color, national origin, gender, or disability in its programs and activities. Any inquiry regarding this statement should be directed to our school principals or the superintendent of schools.

Our Mission Statement

The Skokie School is dedicated to providing our students with a strong, comprehensive core of academics, experiences in the fine arts, guidance in well-being and physical education, and the development of an attitude that learning is a life-long process. Integrated learning is a hallmark aimed at developing the student's ability to discover, to interpret critically, and to understand connections between ideas. We are committed to diversity in learning styles. Through these diversities, our hope is that students will develop the powers of intelligence through applications of reflective observation and critical analysis, experience opportunities for choice and decision-making, and develop and enhance the art of questioning.

Code of Conduct

Skokie School is a safe place for students to learn. It is the responsibility of everyone in the community to create a climate of learning for themselves and for everyone else. Fundamental to Skokie School is the right to learn in a supportive and accepting environment. The following Code of Conduct statements were created and are annually reviewed by Principal's Advisory with input from students' parents and staff.

The Skokie community is built on respect.

- respect others
- respect yourself
- respect differences
- respect feelings
- respect learning
- respect property

Problem Solving Protocol

Interpersonal communication and problem solving are integral skills to maintain a culture of respect and support at The Skokie School. Students in our school community make constant choices about how to behave and interact with others. We work to develop these skills and characteristics through our REACH program. A social emotional skills program is presented to students most Wednesday mornings. A central component of the REACH program is the 6-Step Problem Solving Protocol. These steps are taught and practiced in all of our classes. They are listed here for your reference throughout the year:

1. STOP, CALM DOWN & THINK before you act
2. Say the PROBLEM and how you feel
3. Set a POSITIVE GOAL
4. Think of many SOLUTIONS
5. Think ahead to the consequences
6. GO ahead and TRY the BEST SOLUTION

Conduct Expectations

Unkind or demeaning behavior is not permitted at Skokie School. This behavior can take a variety of forms, such as: physical violence, verbal taunts, name-calling, rumors, teasing, put-downs of any kind (including racial, religious, or gender-based threats or intimidation, extortion or stealing, and exclusion from a peer group). The enforcement of this code of conduct is the responsibility of all students and staff. Students choosing any of these behaviors are subject to exclusion from activities, after school or Saturday community service, suspension and expulsion. The principals and staff in accordance with district policy determine appropriate consequences.

Resource Center

Student Hours

Monday: 7:30 a.m. – 2:30 p.m.

Tuesday – Friday 7:30 a.m. – 4:00 p.m.

The Resource Center provides mini-courses, materials, equipment, special programs, and volunteers to help support and supplement the classroom curriculum at Skokie School. Books periodicals, videotapes, and equipment are purchased for school-wide use through this department.

To be admitted during school hours, including the lunch period, students must have a pass or be a member of a group assigned to an area of the Resource Center by a teacher. Behavior should reflect that of a mature, responsible young adult,

All materials must be checked out before leaving the library. Reference books and magazines are used ONLY in the library. Eating is not permitted in any area of the Resource Center unless special permission has been granted.

Access to Library Catalogs

Students are able to access the Skokie library catalogs from classrooms or computers at home through WebPac. URL: <http://sklib.winnetka36.org/>. The connection will terminate after 6 minutes. If you need to continue to search, click on the URL and the connection will be reestablished. The WebPac will not be available after 3:30 p.m. on Mondays because of routine maintenance. The WebPac will be operational again on Tuesdays after 8:00 a.m. until the following Monday.

Overdue Books/Lost Books

Fines: General collection books - \$.05/school day. Overnight reserve books - \$.25/school day (must be returned by 8:45 a.m.) Students will be required to pay the replacement cost for a lost book (\$20.00 for hardcover and \$7.00 for soft cover). If a lost book is found and returned within four months, the replacement cost of the book, minus overdue fines, will be returned to the student.

Computer Lab

The computer lab facilities are open to all students and staff for educational purposes. Printers are available. The primary word processor is Microsoft Word. Students are expected to show respect for the equipment and each other while working in the computer lab. Any tampering with the computers may result in the loss of the privilege to use the computer lab and classroom computer. The computer lab near the Resource Center is open during the same hours as the Resource Center. The computer lab in the front hallway is open during school hours only.

Internet Access

The classroom teacher and curricular relevance determine the need for Internet access. Students and parents are required to sign an Internet Acceptable Use Policy prior to gaining this privilege. An adult staff member will supervise students using the Internet. Appropriate Internet etiquette and usage will be discussed with students prior to using the Internet. Students are not allowed to check or send personal email while at school. The URL for Winnetka Public Schools Home Page: <http://www.winnetka36.org>.

General Information

School Hours

The school day for students begins at 8:25 a.m. Students are expected to be in their respective seats at 8:25 a.m. to conduct the day's initial business. It is imperative that all students be *on time, everyday*. The time between 8:10 a.m. – 8:25 a.m. is an important time for students to organize themselves and their materials. School is dismissed at 2:30 p.m. on Mondays and at 3:30 p.m. Tuesdays through Fridays.

Entering and Exiting the Building

To help the flow of traffic in the building during busy times of the day, 5th grade students enter the building through the west or back doors of the school. 6th grade students enter through the east or front doors of the building. Students arriving to school by bus enter the building through the south doors. Students will be allowed to enter the school building at 8:10 a.m. to prepare for the day. If the weather is inclement or cold, students may enter the building prior to 8:10 a.m., but remain by the door. At the end of the day, 5th grade students may exit through the north doors. 6th grade students exit through the front door, and bus students exit through the south doors.

Students who wish to work with a teacher before 8:10 a.m. should make specific arrangements with that teacher. Teachers will discuss with students how they expect these arrangements to be handled.

Students are to leave the building within ten minutes after dismissal, except when requested by a teacher to remain.

Absences and Tardies

All students must be accounted for every day. **Parents or legal guardians** need to call the main line (441-1750) *each and every day* (before 9:00 a.m.) that their children are absent. Follow the voice mail prompts if leaving an attendance message after school hours. Students are not to call to report their own absences; we *must* hear from a child's parent/guardian.

Please, for your child's *safety* and *security*, parents are asked to call before 9:00a.m. – **each morning** that their child is absent or tardy. The failure of a parent to call will result in school personnel calling the parent. It is essential we know each child's whereabouts.

Children returning to school after any absence must, on the first day back, bring a note to his/her advisor explaining the absence. If necessary, the advisor will refer the child to the school nurse.

Students are expected to be at school on time. When they are late, the flow of the class is disrupted. **Tardies are to be minimized** and should occur **only in extenuating circumstances**. Those students who are late should report to the front-hall monitor with a note from a parent explaining the tardy. The monitor will ask the student to sign in and will oversee the accumulation of tardies. Excessive tardiness compromises the learning of the individual and his/her classmates. Individual remediation plans are developed for students who are late more than three times. Parents are asked to make punctuality a family project. Students that are habitually late may lose school privileges including lunch recess and making up time afterschool and on Saturday.

Attendance

Authorized absences are granted for illnesses or bereavement. Medical and dental appointments as well as various lessons should be scheduled outside school hours whenever possible. Many learning opportunities are missed when a child is absent from class. Should it be necessary for a student to leave early or arrive late during the school day, he or she must bring a note from home and give it to his/her advisor first thing in the morning with a reason. At the appropriate time the student must sign in and/or out with the front hall monitor. We emphasize that such absences be minimized. A student must be picked up in the front of the school building by his/her parent. A student may not leave and travel to and from appointments on his/her own.

Following any absence, it is the student's responsibility to arrange to make up missed work. Work should be made up within a time period specified by the teacher.

Since the middle school curriculum includes many discussions and laboratory experiments, we discourage absences such as vacations taken during the school week when possible. Teachers are not obligated to provide students with advance work for these types of absences.

Admission of Pupils

State law requires appropriate health and immunization records for each child enrolled at Skokie School (forms available at Skokie or the District Office). These completed forms must be submitted upon enrolling in District 36 and again by October of each student's 5th grade year. State law requires that the child's birth certificate or passport be presented at the time of registration.

Health Requirements

In order to meet the health and safety needs of your child, the following health records are needed for entry into Skokie: Forms are available in the school office and the district website.

- a.) Current Certificate of Health Examination,
- b.) Current Immunization Record,
- c.) Dental Examination Report.

To assure that all students are adequately protected from illness, certain requirements must be met. The Illinois Department of Public Health and the Illinois State Board of Education mandate that all children be immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, and Hepatitis B. In accordance with Illinois School Code, every child entering our schools for the first time, and all children entering fifth and ninth grades must show proof of having had physical and dental examinations. The physical examination must have been completed within the past twelve months. Students who are not in compliance with these health regulations will not be permitted to attend school. Please make every effort to provide the required health information right away.

Advisory

Each student is assigned to an advisor who will be one of his/her core academic teachers. The advisor communicates with the other teachers of each of his/her advisees and is, at all times, thoroughly aware of how that advisee is progressing. The advisor will arrange parent conferences and will phone or write home about matters of mutual concern.

During the advisory period each day, the advisor, in addition to reading the *Skokie Scoop* and taking attendance, plans activities and discussions which will help motivate achievement, improve study skills, foster congenial relations among students, and develop positive attitudes towards school. Advisory time is also used for discussions, class meetings, extra-help sessions, as well as for planning service projects and advisory events. We feel that the advisory period is an important part of each student's day and we strongly encourage students to participate enthusiastically in the many-faceted advisory activities.

Asbestos Survey

The Asbestos Survey and Management Plan for each school are available for public review. Please contact the Business Manager, 1235 Oak Street, Winnetka, (847) 446-9400, ext. 104.

Building Safety

We ask that all visitors, as well as school personnel and students, use the front entrance to the school building. Students are asked not to open any other doors in the building for visitors during the day even if they know them. All visitors need to enter the building through the front door.

Bus Transportation

Information regarding the location of bus stops and fees will be mailed to District families by the Business Office. Bus riders are expected to behave courteously at the bus stop and on the bus. Any students reported for discourteous behavior by the bus driver will lose bus-riding privileges.

The public bus, PACE-route 432, runs along Elm Street approximately every 30 minutes. Details for routing, costs, purchasing a bus pass, etc. can be obtained by calling **PACE at (847) 836-7000**.

Bus safety is important to and from school and on field trips. Students should not divert the bus driver from his/her safe driving and maneuvering of the vehicle. Loud talking, boisterous laughing or calling out, general "horsing around", and /or misusing bus equipment or facilities are all unacceptable. Everyone's cooperation is critical for safe transportation.

Students riding the bus to and from school must make sure the bus has come to a complete stop before approaching the bus. Adults will assist students at the drop off and pick up spot on Oak street in the morning and after school. Students may not ride the bus home with other students unless they have a signed note from a parent. This note must be shown to a teacher monitoring the bus stop. Bus riding students need to gather their things and hustle to the buses at the end of the day. Teachers have a list of bus-riding students and will support them getting out in a timely manner.

Car Traffic

Traffic around the school can be quite congested in the mornings. We recommend quick drop-offs in front of the building or on the north side (Elm Street). Crossing guards are also available in the mornings, and after school to assist students who cross Oak or Elm streets. The availability of these crossing guards also makes it possible for parents to drop and pick up students a block or so away from the building to avoid the congestion.

Emergency School Closings

There are times when it is necessary to close the school due to adverse weather conditions or emergencies. There are several ways to access this information. The district website tends to have the most timely information (<http://www.winnetka36.org>) regarding school closings or late start. Radio and television stations will be notified, and a recorded message will also be on the main line at school (847-441-1750). The information may also be obtained online at www.EmergencyClosings.com.

When feasible, the district will implement the phone notification system with information. This allows the superintendent to call each student's home in the district with a recorded message.

Parents and students should devise a plan to implement if there is an emergency closing during the school day. Students should know where they are to go if their parents are not at home and with whom they are to ride home in such a situation.

Late Start

After an occasional winter storm, weather and road conditions are often expected to greatly improve by mid-morning. Under these circumstances we would prefer not to close school, but to open late instead. A late start would allow for additional time for our staff and students to get to school safely.

Please note the following procedures for a 2-hour late start in The Winnetka Public Schools:

Parents/students will be notified through our emergency message system of a late start. Information will also be included on our website, www.winnetka36.org.

- Students should plan to arrive at school 2 hours later than they regularly do. For example, if a student typically arrives at school at 8:20 a.m., he/she should plan to arrive at 10:20 a.m. If a student takes the bus and is picked up at 8:05 a.m., he/she should plan to be picked up at 10:05 a.m.

- **Delayed School Start Times**

Skokie	10:25 a.m.
Washburne	10:30 a.m.
Hubbard Woods	10:40 a.m.
Crow Island	10:40 a.m.
Greeley	10:40 a.m.

Kinetic Wellness Program

All 5th and 6th grade students have kinetic wellness on a daily basis for 40 minutes.

Clothing: Fifth grade students will be advised by kinetic wellness teachers throughout the year whether they will have class indoors or outdoors so students can bring the appropriate attire to class with them. During cool weather, fifth-grade students may need sweats and/or jackets. Sixth-grade students wear uniforms every day unless the teacher specifically indicates otherwise. This clothing may be purchased locally and should be clearly marked with the students' names. Uniforms must be taken home and washed weekly. It is also necessary to have sweats at school for days when the weather is cool.

Shoes: Athletic shoes used for kinetic wellness in both fifth and sixth grade must be secured with laces or Velcro straps. Hiking boots, slip-ons, and deck shoes are not acceptable.

Jewelry: Jewelry is not to be worn during class time.

Lockers: All sixth-grade students are assigned a personal locker, which they are to use. Lockers are to be LOCKED at all times. Students are responsible for appropriate care and security of their belongings. If a lock is lost, the student must purchase a new one from the school immediately.

Lockers/Locks

Each student is assigned a hall locker. In addition, sixth-grade students are assigned a gym locker. Skokie school uses locks only for kinetic wellness classes. If these locks are lost, they must purchase additional locks from the school at a cost of \$4.00/lock. It is the student's responsibility to keep his/her gym locker locked at all times and to keep the locker combinations confidential. A lock is REQUIRED at all times. If a student loses or misplaces a lock, he/she must replace it immediately. All articles left in the lockers are done so at the student's own risk, but every effort will be made to recover missing or lost property.

Lockers should be kept clean. There will be periodic locker clean-ups during the year. Defacing the lockers are prohibited. Students who damage a locker or lock will be assessed a fine.

A student's school locker is the property of the school and maintained for student use. The locker is used as a storage area for books, school supplies and materials, backpacks/book bags, and outdoor wear. In accordance with the law and policy, the school administrators and/or teachers may examine and inspect locker contents on a regular basis throughout the school year. (*see also Student Discipline.*)

Backpacks and book bags need to be kept in students' lockers and not taken from class to class. Backpacks are to be stored in student lockers and not anywhere else in the building. If backpacks are left in the hallway, they will be removed.

Lost and Found

The lost and found will be located at a table near the front hallway of the school. The lost and found will be cleaned out and items will be donated to charity before winter break, spring break and summer break. Lost items such as money, jewelry, keys, books, etc. should be handed directly to the hall monitor. Items left on the school bus will be deposited there. *Please identify your personal belongings by labeling them with your name in permanent marker.*

Medication

If a student needs to take medication during the school day, a **medication permit** (later in this handbook) **must** be on file with the school nurse. Parents are asked to discuss any special needs with the school nurse. (See also **Health and Safety**.) At no time will students be allowed to store medication in their lockers or on their persons.

Parent-Teacher-Student Conferences

Parent-student-teacher conferences are scheduled for November and March. Either parents or teachers may arrange additional conferences whenever circumstances warrant. Parents are encouraged to call the advisor or send a note for an appointment whenever appropriate.

Parent Absence from Home

Please advise the school principal, in writing, if you plan to be away for any extended period of time during the school year. We would like to know the dates you will be gone and the name and telephone numbers of the person who will be in charge of your children during your absence. The principal will then notify the appropriate teachers and staff as well as the school nurse.

School News

News about the happenings at Skokie School will be made available to parents through the *Skokie Scoop Home Edition*. This publication is e-mailed to parents or sent home with students every other Friday and provides helpful information and updates from Skokie. The *Skokie Scoop Home Edition* can also be viewed on the Skokie page of the district website.

School Supplies

Students are mailed a list of needed supplies in August of each year. All student supplies are to be stored in their desk or locker. Students are expected to bring their assignment notebook and all necessary supplies each day.

Sexual Harassment Policy

Sexual harassment or sexual intimidation of students by District employees and other students is prohibited.

Although sexual harassment may take different forms depending on circumstances, generally it consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a condition, explicit or implicit, of obtaining equal education benefits; or
- Submission to or rejection of that conduct or communication is used as a factor in decisions affecting the student's education; or
- The purpose or effect of the conduct or communication is to unreasonably interfere with the student's education or to create an intimidating, hostile or offensive education environment.

It is a violation of District policy for an employee or student to sexually harass a student or to retaliate against any student who reports or cooperates in the investigation of alleged sexual harassment.

If you feel that you have been discriminated against, harassed, or intimidated on the basis of sex, please contact the principal. It must be emphasized that incidents should be reported immediately as self-protection from future incidents and so that appropriate follow-up can be made by school officials. Any form of harassment – verbal, physical, or sexual – is a very serious infraction and may lead to severe disciplinary consequences.

Standardized Tests

Illinois Learning Standardized Assessment exams for reading, math, and writing will be administered to fifth-grade and sixth-grade students in the spring. The results of all standardized tests will be shared with parents as they become available.

Student Records—Change of Information

Parents should immediately notify the appropriate school office, preferably in writing, of changes in address, telephone number (home/work), and of changes that need to be made regarding student emergency information. Should parents wish to share with the school information that will impact their child, such as an illness or death in the family, or a change of marital status, the school will keep this personal information in the strictest, professional confidence.

Telephones

Students are permitted to use the telephone in their classroom or one of the offices for urgent, unexpected communication. Transportation to after school activities should be made in advance whenever possible.

- **Cellular Telephones:** We acknowledge that some families choose to provide their fifth and sixth grade students with cellular telephones for emergency purposes. Cellular telephones must remain turned off in student backpacks until ten minutes after dismissal. Students may only use their cellular telephones outside the school building. Student use of cellular telephones at dismissal creates a safety hazard. Students violating the spirit of this rule will be given a warning. Subsequent violations will result in the confiscation of the equipment. Confiscated equipment will only be returned to a parent. We strongly recommend that arrangements for transportation be made before coming to school. Students needing to make emergency calls may do so at any time in the office.

Textbooks, Materials, Other School Property

When textbooks are issued, students must write their names in the front of the books and must cover them as well. Books must be turned in at the end of the year or upon withdrawal from school. Fines are levied when textbooks are damaged beyond ordinary wear. Torn bindings, damaged covers, writing in books, and ink spots are all finable. All fines and fees for damaged or lost textbooks, materials, equipment and other school property must be paid promptly. Students may not be cleared at the end of the school year until all fines are paid.

Title IX and Section 504

District 36/Skokie School will comply with all requirements of Title IX and Section 504 of the Rehabilitation Act. These provide that “no person in the United States shall, on the basis of sex

or handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Any concerns should be directed to the Superintendent, District 36, 1235 Oak Street, Winnetka.

Visitors

All visitors entering The Skokie School are required to sign in with the entrance monitor and display the badge provided while in the building. Advisors will explain to parents at Go-To-School Night how to schedule a meeting or conference. Please sign in at the front hall monitor’s desk where you will be given a visitor’s pass. Visitors are asked to use the front door to enter and exit the building. Students may not open doors in the building even when they know the visitor. Student visitation from other schools is discouraged because of possible class disruption. Permission for such visits is granted only under extraordinary circumstances and *with advance approval of the principal*. Student visits are limited to one hour.

SCHOOL GUIDELINES

Assemblies

Assemblies are a privilege provided to enrich the classroom curriculum and to provide exposure to the arts. Students are expected to behave courteously at all times. Students will report to assemblies with their teacher and remain with their class throughout the program.

Backpacks, Book bags, and Other Carry-All gear

Backpacks and book bags must be kept in the students' lockers. They are not to be carried from class to class during the school day. Backpacks are to be stored only in the students' lockers, not anywhere else in the building.

Bicycles

Bicycles are one of several means of transportation to school. Some students roller blade or ride scooters to and from school. To keep bikes safe, students should lock them up on the bicycle racks. Scooters and roller blades must be kept in lockers during the school day. **Students may not use any of these on the school grounds. Bikes and scooters must be walked.** Roller blades must be exchanged for shoes. These measures are important because there are many students on the school grounds at the beginning and end of the day and we do not want anyone to be hurt.

We urge all students to use the safest route to school and to be acquainted with bicycle safety rules. We recommend that all bicycles be licensed by the Village of Winnetka Police Department. We suggest the following rules for your child's safety:

1. Wear proper safety gear, including a helmet.
2. Be sure your brakes are operating efficiently, and check that your bicycle is in perfect running condition on a regular basis.
3. Obey all traffic signals; Keep to the right – follow traffic.
4. Use hand signals.
5. Walk your bicycle across streets.
6. Ride on sidewalks or pathways where permitted.
7. Yield right of way to pedestrians.
8. Ride single file when in a group.
9. Have proper lights and reflectors in the front and rear of the bicycle.
10. Never weave or swerve.
11. Keep both hands on handle bars except when signaling.
12. Watch out for sewer grates.
13. Do not carry passengers.
14. In rainy weather, allow much more distance for stopping. Do not take corners too fast – wet pavement is slippery.
15. Be careful when crossing driveways.
16. Be alert at all times when riding your bike.

Bicycle Parking

6th grade bicycle riders park their bicycles in the bicycle racks at the front corner of the school near Oak Street (and then enter the building through the front doors). 5th grade bicycle riders park

their bicycles in the racks off Elm Street and enter the building through the back doors. Bicycles may not be parked in any other place. Bicycles *should be locked at all times*, and they *should be registered with the Winnetka Police Department*.

Electronic Devices

Electronic devices such as iPods, cell phones, etc. are disruptive to the learning environment at Skokie School. We recommend that students not bring them to school.

Field Trips

In addition to the educational benefit, field trips offer the students an opportunity for growth in self-discipline and self-control and engender consideration for others. These outings also provide students an opportunity to interact with a variety of students.

Parents are notified of all field trips--location, time, method of transportation, etc. *A permission slip signed by the parent is necessary for participation in each field trip.*

Participation in field trips is a privilege. Students are expected to act appropriately and courteously at all times. Students who are considered by their teachers to be unable or unwilling to comply with the safety and conduct regulations will have their field trip privileges suspended. Students excluded from a field trip will be expected to report to school and to complete work in an alternate classroom as assigned by their teachers.

Fire and Disaster Drills

The school conducts fire/disaster drills regularly in order to acquaint the students with the nearest exits, instructions for evacuating the building, and the assigned areas in the building to take cover for pending disasters (tornadoes).

The continuous ringing of a siren and flashing light markers indicate a fire drill. Students must move silently with their teachers to the assigned station outside the building, and remain silent until a principal indicates the "all clear". The same rules apply to disaster/tornado drills. The routes for fire and disaster drills are posted in every classroom and will be discussed by advisors and exploratory teachers early in the school year.

Food and Gum

Gum chewing is *not* permitted at school at any time. All food is to be eaten in the cafeteria. If there is food eaten in a classroom, it is under the supervision of a teacher and appropriate clean up procedures are followed. Food and drink are not to be carried out of the classrooms. Our school custodians work hard, any help we can give them in cleaning up is greatly appreciated. *Please note that our classrooms are nut-free spaces. Any foods eaten within the classroom need to be nut-free foods.* More information on Food Allergy Guidelines is available on the District 36 website.

Homework

We all expect that our students' best learning will occur when they are rested and come to school prepared each day with homework complete. Homework is important at Skokie School. Often, the next lesson depends on a student's understanding of the previous night's homework. Students

should make every effort to complete assignments as thoroughly as they can. If students have a problem, they are encouraged to come to school with questions. Teachers will support and discuss difficulties with them, but at the same time they will expect that students are putting forth their best efforts.

After a student has been absent for three consecutive days, a parent may request homework assignments. We ask parents to call the main office before 9:00 a.m. of the third absence day so teachers have adequate time to prepare the assignments for parent pickup. In addition, it would be helpful for parents to come to the school with their child's locker number in the event that books and materials need to be taken home.

If a child is absent for only one or two days, a classmate can be called to secure the assignments. Many teachers give out assignments over time, distribute the week's tasks/assignments early in the week, and have standing weekly assignments so students often know most of what is expected in advance.

Lunchroom

The Skokie School students bring their lunches from home each day. Milk and orange juice will be available for purchase daily. There are a limited number of microwaves available for those who are willing to wait. Students are to eat lunch in the cafeteria.

Students are expected to behave appropriately during lunch. Food is to be eaten at the table only and while the student is seated. All refuse should be placed in trash containers. Students are responsible for cleaning the table and floor adjacent to the table and will be assigned cleanup duty on a rotating basis. Students are expected to remain in designated areas during lunch periods. In order to leave the lunchroom or playground, students need a pass from their teacher.

Students are requested to eat their lunch for at least 10 minutes at the beginning of the 40-minute period. After that time they may clean their area and raise their hands to be dismissed by a lunchroom teacher to go outside. Students may also stay inside the lunchroom if they like. The teachers in the lunchroom will assign different groups of students to clean tables. This job rotates so all students have a turn.

Students are expected to use good manners in the cafeteria. They are to keep their voices down and are expected to stay seated except when entering, cleaning up, or leaving. Students are to be respectful of self, others, and property. Because we have many students with food allergies, we ask that students only eat their own lunches. If a student has forgotten a lunch, they should let a lunchroom teacher know. The student will be assisted in finding something to eat.

Students are assigned tables in the lunchroom at the beginning of the year. This arrangement will be reviewed as the year progresses.

School Dress

The purpose of these guidelines for all students is not to inhibit any person's taste in clothes, but rather to better facilitate the process of education through reasonable guidelines of "dress". The dress of students should be appropriate to the age of the student and the educational activity. *An individual's dress cannot be offensive, obscene, or disruptive to the educational process nor pose a danger to any students' health and safety.*

Although current fashion trends may encourage students to dress in certain styles, we are foremost a school and may therefore, restrict clothing that is inappropriate to the educational process. Clothing or styles that are unacceptable include: bare midriffs; exposed underwear;

very short shorts, dresses and skirts; articles of clothing with suggestive or inappropriate messages including references to sex, drugs, alcohol or cigarettes. In addition, no hats or head coverings may be worn in the building.

School Property

Students are expected to help maintain high standards of cleanliness in our building. All debris should be deposited in appropriate receptacles. Students are expected to show appropriate respect for school property. We will require payment for any property that is damaged willfully or through carelessness. Correction fluid such as liquid paper and permanent markers are forbidden at school.

Behavioral Expectations

Students are expected to behave in a manner that reflects a positive attitude toward learning and a respect for the rights and property of others. Students have the responsibility to know and adhere to the rules and regulations of the school. High standards of behavior are an essential part of a productive learning environment.

1. Acceptable behavior is behavior that does not interfere with a student's own learning; the right of other students to learn; and the right and obligation of the teachers to instruct the class.
2. Student behavior in all areas should not interfere with the rights of other students to move around the building in a comfortable, orderly, safe, and secure atmosphere, free from the abuse of other students.
3. Appropriate consequences will be employed to encourage proper behavior and to discourage improper behavior.

It is each student's responsibility to be motivated and organized toward academic success as well as to accept ownership of consequences for his/her behavior.

Anti-Bully Policy

The purpose of this policy is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. We wish to create a learning community in which relationships are based on mutual respect. All members of our school community have the right to enjoy their learning and leisure time free from any form of bullying or harassment. Skokie School will not tolerate unkind actions or remarks, even if they lack malicious intent. We expect students, staff, and parents to support this policy by reporting all incidents of bullying.

Goals:

- To promote a secure and safe enjoyable, amicable environment free from threat, harassment, and any type of bullying behavior.
- To take positive action to prevent bullying from occurring through a clear school policy on Personal and Social Development.
- To show commitment to addressing bullying by responding in earnest to the needs of all victims, bystanders, and bullies.

- To inform students and parents of the school's expectations, and to foster a productive partnership, which helps maintain a bully-free environment.
- To make all members of our community; staff, students, and parents aware of their role in fostering the knowledge and attitudes required to achieve the above goals.
- To monitor and evaluate the effectiveness of the anti-bully policy.

What is Bullying?

Bullying is defined as any physical, psychological or verbal attack against an individual or group of individuals by a person or group of persons, causing, or potentially causing, physical or psychological harm to the victim. The attack may be an isolated incident or series of incidences occurring over a period of time.

Bullying may include the following behavior or actions:

Hitting, hurting, and fighting
 Name-calling
 Gossiping
 Spreading Rumors
 Threatening people, extortion
 Teasing and mimicking
 Excluding people from a group
 Making people feel unwelcome
 Stealing, hiding, or damaging property

General Principles

- The Skokie School is an anti-bullying school; bullying is not accepted in our community.
- We work as a community enriched by our diversity. We value and respect everyone equally.
- Our curriculum includes preventative approaches to bullying and instruction toward the development of social/emotional skills.
- No one should have to tolerate bullying because bullying hinders learning.
- Everyone in the school community should know and understand the school's policy on bullying and how to respond to a bullying incident.
- A response to bullying must be made immediately. Action needs to be taken to support the person being bullied, bystanders, and to change bullying behavior.

Implementation

Our anti-bullying policy and goals will be maintained through:

- Consulting and informing staff, students, and parents about our anti-bullying policy.
- Providing opportunities for students to behave positively.
- Staff/adults in school providing positive role models.
- Promote anti-bullying through assemblies
- Teaching specific skills to empower leaders and disarm bullies.
- Promoting safe school behavior and co-operative behavior throughout the curriculum.
- Involving students through Skokie Student Advisory to collect and provide feedback from their fellow students.
- Fostering confidence by developing communication skills through friendship groups.
- Conducting staff in-service to establish a common understanding and the need for vigilance.
- Informing parents through informational meetings.
- Maintaining parent/teacher advisory board.

Guiding Principles for Dealing with Bullying

The Skokie School takes incidents of bullying seriously. When bullying is reported it is dealt with swiftly, firmly, and in accordance with our policy.

- The needs and problems of the victim, bystanders, and bully need to be addressed.
- A timely response is essential; not only so that the student feels supported, respected and valued, but also to identify exactly what is going on and stopping it.
- Bullying must NEVER be ignored by a member of staff, whether they observe the incident or it is reported to them.
- All members of our community, students, staff, and parents must remain vigilant to our goals and report suspected occurrences to the principal.
- Staff and parents are expected to act as positive role models in their relationships with students and colleagues.
- No case is ever the same and each deserves individual consideration and response.
- Discussion about incidents should take place in private.
- We seek guidance from school administrators, social worker, or special service team when in doubt about dealing with bullying.

Procedure:

- When bullying is reported or noticed, a Student Incident Form must be completed as part of our monitoring process.
- Accurate records are kept of incidents noting the school response, participant response, and disciplinary action.
- The bullying incident should be documented according to guidelines.
- Responses outlined in the Stage of Action (copies of stages 1-4 are available in the school office) should be followed where bullying incidents are clearly indicated e.g. the bully should apologize and think of a way in which he/she can make up for his/her behavior.
- Mild incidents may be solved through a problem-solving approach. For more serious incidents parent involvement may be required at initial stages.

Dealing With Bullying Through Curriculum

All action relating to curricular initiatives underpins the belief in valuing people as individuals and their right to a bully-free environment. The stated goals are further advanced through the school's policies and programs already in practice. At The Skokie School we aim to take a proactive approach to preventing and minimizing bullying through investigations and skills learned within the curriculum.

Skokie Student Advisory will review and refine the Anti-Bullying Statements below. All Skokie students will be involved in the modification, and adoption and publication of Skokie Student beliefs about their community and each other. The following are statements previously discussed in Student Advisory.

Students at the Skokie School believe:

We are all responsible for helping to make sure that students feel safe at The Skokie School.

Bullies are weak, not strong.

Bullying is wrong; it is cruel, selfish and hurtful to others.

We should not tolerate any sort of bullying.

We should not behave in a bullying way ourselves, and if we see any incidents of bullying we must report them.

We should support the victim and make them feel safe.

Talk to the person who has bullied and try to help them change their behavior.

Where possible, the two sides should be brought together to sort out the problem.

Student Discipline

Under Board policy, students committing acts of disobedience or misconduct may be placed on probation, detained during non-school hours, suspended from school, suspended from riding the bus, expelled from school, or otherwise disciplined. Disobedience or misconduct shall include, *but not be limited to*, the following types of conduct and such other conduct as may be designated from time to time by policy of the District 36 Board of Education.

1. Insubordination to school personnel.
2. Possession, use or distribution of, or an attempt to use or distribute, any illegal or controlled substance, including tobacco, alcohol, and drugs by students or employees on school premises or as part of any of its activities. Compliance with this standard is mandatory by law. (*Drug-Free Schools and Communities Act*)
3. Intimidation of, or any attempt to intimidate, school personnel or other students.
4. Fighting with, or any assault upon, school personnel or other students.
5. Intentional damage to, destruction of, or any attempt to damage or destroy school property or property of school personnel or other students.
6. Any other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
7. Verbal abuse of school personnel or other students.
8. Disruptive behavior.
9. Repeated threats or injury to staff members or other students.
10. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
11. Willful and/or repeated severe destruction or defacement or any attempt to destroy or deface any school building or other school property.
12. Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:
 - a. improper release of a school fire alarm or tampering with fire extinguishers;
 - b. starting, or any attempt to start, a fire on school property;
 - c. setting off, or any attempt to set off, explosive devices on school property; or
 - d. possession, use or display of a dangerous weapon or any reasonable facsimile.
13. Such other serious behavior that the Board deems would seriously undermine the continued safety of the school staff, students, or property, or is otherwise inconsistent with maintaining a constructive instructional climate in the school

Disciplinary consequences may include, but not be limited to:

- Teacher and/or administrator and student discussing the rules and consequences specific to a situation.

- A teacher temporarily removing a student from the classroom and/or sending the student to the office.
- Contacting parents to discuss the situation at hand.
- Teacher or administrator assigning a detention to a student, before and/or after school. (Detention is the keeping of a student before or after school for a reasonable period of time.)
- Suspension of a student. Suspensions are usually for one to two days with a maximum suspension of (10) consecutive days. Suspension applies to students involved in gross disobedience or misconduct. A suspension can be in-school or out-of-school. Any suspension will be reported to the parents/guardians of the student along with the complete details of the reason for the suspension and a notice of their right to review. A parent conference is required in all cases of suspension before a student may return to school.
- Expulsion from school occurs when a student is guilty of extreme or repeated misconduct or disobedience. A hearing with the Board of Education would occur before an expulsion.

Depending upon the seriousness of the offense, various procedures will be followed. Most minor infractions of school rules will be handled by the supervising staff member. Major offenses or chronic instances of rule infraction will be referred to the principal's office. The principal or assistant principal may decide that an offense is serious enough to require suspension.

Suspension

A suspension is temporary removal from school for a maximum of ten days per suspension. Suspension from a school bus can also be imposed upon students. These suspensions can be longer than ten days for reasons of safety.

The following procedures, as determined by the Illinois School Code, will be followed in the event of student suspension from school or the school bus:

- The student will be notified by an administrator, verbally or by written notice, of the charges and evidence supporting the charges.
- The student will be given an opportunity to explain his/her version of the events to the administrator.
- The suspension will not exceed ten days. (Suspension from riding a school bus may be longer than ten days for safety considerations.)
- The student's parents or guardians will be notified immediately of the suspension, along with a full statement of the reasons for it and a notice of a right to review. A copy of the notice will be given to the superintendent. If a review hearing is requested, the parents or guardians may discuss the suspension with the superintendent.
- The student and parents or guardian will be informed of the beginning and ending dates of the suspension.

Expulsion

Expulsion from school occurs when a student is guilty of extreme misconduct or disobedience. A hearing with the Board of Education would occur before an expulsion.

Gross disobedience or misconduct providing just cause for expulsion shall include, but not be limited to:

- Repeated, willful disobedience of reasonable directives of members of the staff or administration,
- Extreme instances of possession, distribution, or use of any illegal or controlled substance including drugs or alcohol,
- Willful serious injury to a staff member or another student,
- Repeated threats of injury to staff members or other students.

State and federal law requires that a student who is determined to have brought a weapon (as defined by Section 921 of Title 18 United States Code) to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the Board on a case-by-case basis.

Expulsion must be construed in a manner consistent with the Individuals with Disabilities Education Act. For additional information please refer to the District 36 Parent/Student Handbook.

Reports to Legal Authorities

If, in the opinion of the administrator, a student has committed a crime, the legal authorities will be contacted. The administrator will then inform the student of his or her rights regarding the legal authorities. The student's parents or guardian will be immediately notified.

Search and Seizure

Given reasonable grounds for suspicion, school officials may search for and seize weapons, illicit drugs, alcohol, or tobacco brought onto school property or school buses, with or without the permission or presence of the student.

ATTENDANCE AND MEDICAL INFORMATION

Attendance

Absences should be reported by a parent or guardian to the attendance line (847-441-1750) before 9:00 a.m. each and every day that a student is absent. This is a 24-hour voice mail so that parents can call at any hour when they decide their child will not be able to attend school. Students returning to school after any absence must bring their advisor a note of explanation. If a student is too ill to come to school on time in the morning, it is recommended that the student stay home for the remainder of the day.

Arriving late and leaving early. Please call the school if your child is going to be arriving late for any reason. Students arriving late must bring a note and sign in at the front desk when they arrive at school. Students who leave before dismissal time must provide a letter to their advisor the day before or first thing in the morning of the day they will be leaving. No student will be excused from school without a letter written by a parent or guardian for anything other than illness or family emergency. **Appointments or lessons away from school during the school day are discouraged as they interrupt the flow of classes and cause students to miss class work.**

School Nurse / Health Office

The school health service provides for emergency care for the sick or injured. We expect students to be well and ready for a full day's work when they report to school each morning. Students must have an appropriate pass from their teacher to go to the Health Office. They are not permitted to go into the Health Office during or between classes without permission from a teacher EXCEPT IN AN EMERGENCY.

The Health Office is open daily from 8:00 a.m. to 4:00 p.m. The Skokie School nurse can be reached through the school's main phone number (847) 441-1750. The school nurse is available whenever school is in session and during non-attendance days. Parents and guardians should not hesitate to call the school nurse with any concerns.

Accidents, illness, and injuries occurring at school will be assessed and treated as deemed appropriate at the time. Every effort will be made to inform the parents of the situation as soon as possible. We ask that parents who arrive at school to pick up an ill or hurt child sign-in at the front desk and pick their child up in the Health Office to escort the child out of the building. If the parents are not available, the persons listed on the emergency card will be called. The physician or dentist listed on the emergency card will be contacted if necessary. If the condition, in the opinion of the school nurse or other school personnel, is considered to be an emergency, the paramedics will be called immediately. ***Keeping information on your child's emergency card up-to-date is essential.***

Communicable diseases such as Chicken Pox, Strep Throat, Scarlet Fever, and Mumps must be reported to the school nurse right away. These diseases must be reported to the Cook County Department of Health. Children with Strep should stay home until they have been on an antibiotic for at least 24 hours. Students should not come to school with suspected strep until they have received the results of the 24-hour throat culture. Students should not return to school following an illness until they have been fever free for at least 24 hours. Illnesses like Mono should be reported to the health office so that program modifications can be initiated.

Emergency Health Information is a necessity for every child should an emergency occur. We have parents fill out this information at the beginning of the school year. The school needs the name of your child's physician, dentist, and two alternate responsible adults. The adults named on the emergency form should be aware of their commitment. Emergency forms will be given to parents at Go-To-School Night to review and make corrections. Each child needs to have a completed emergency form. **It is essential that emergency information be kept up-to-date as telephone numbers, job changes, etc. occur.**

Health Concerns should be communicated to the school nurse whenever they occur. Students with allergies and asthma can be appropriately cared for if the nurse is made aware of the condition. Parents are encouraged to keep the school informed of any health issues that arise. Students returning to school following an injury, fracture, sprain, or sutures deserve special consideration during their school day. Please let us know about your child.

Health Examination Certificates and proof of having immunization against certain diseases are required in order for any child to be enrolled in school in Illinois. All students must also show evidence of a dental examination. A valid birth certificate also needs to be provided for school registration.

Health Office Visits during the school day requires a pass from the classroom teacher unless an emergency arises. Students **sign in** when they come to the health office.

Medications needed during the school day are dispensed through the health office. A medication permit (following in this handbook and available in the school and health offices), completed and signed by a physician and signed by the parent/guardian, must be on file in the health office before the school nurse can dispense medication to a student. No students are to carry medicines or keep them in their lockers at any time.

Kinetic Wellness Participation is expected on a daily basis. If students cannot participate in KW, they should bring a note from home. Injuries or illnesses which prevent participation in KW for more than five (5) days require a note from a physician.

Scoliosis screenings are recommended for middle school youngsters during these years when their bodies are rapidly growing and changing. A letter is sent home in January giving parents the opportunity to request the screening. The purpose of this screening is to identify any spinal irregularity at its earliest stage.

Universal precautions are the methods by which school personnel are advised to handle the clean up of any bodily fluid spills in the school setting. The guidelines are recommended by the Center for Disease Control and Prevention in order to prevent direct and indirect transmission of infectious diseases. It is important that schools be prepared to treat children and adults infected with HIV or Hepatitis in as normal a way as possible while minimizing exposure of other people to infected blood and body fluids. There is a district-wide policy entitled *Occupational Exposure to Bloodborne Pathogens* which is available in the district office.

Vision and Hearing screenings are done each year for all students in the Winnetka School District. Parents will be notified within two weeks if it is believed that a child needs to be seen for further evaluation. If parents are concerned about their children's vision or hearing ability, they should contact the school nurse.

Each year, all students are measured for **weight and height**. Early adolescents grow more during this time in their lives than at any other time, with the exception of infancy. Eating habits and growth patterns are monitored in the school setting.

Lifts up stairs are available at Skokie to those students needing crutches or wheelchairs to get around the building. Using crutches on stairs is unsafe and is not permitted. Students may ride the lift only when supervised by an adult.

Pediculosis or Head Lice is not a health problem, but it creates a nuisance both in the school and in the home. Students are not permitted to attend school if they have head lice or nits (eggs). More information is available in the health office and on the district website.

Home School Communications

The Skokie Scoop Home Edition. This newsletter will include information and updates from Skokie. Look for it to arrive electronically every other Friday. If you would like to arrange to receive a hardcopy of The Skokie Scoop Home Edition, please contact Mary Seitzinger in the front office. You can also view this publication on the Skokie pages of the district website.

The Skokie Home Scoop provides our most recent calendar of events, highlights school activities, specific information for parents, and important information related to educational trends and activities. You will also be given opportunities to provide us with feedback on a variety of topics. Please take advantage of these opportunities.

The Skokie School, Winnetka Public Schools, PTO, Band and Orchestra each maintain calendars on the district website. The website link is: <http://www.winnetka36.org>

Board of Education meetings are held on the fourth Tuesday of every month at 7:15 p.m. Meetings rotate through the district's five schools. Additional meetings are held from time to time and those dates are posted on the main-entrance door of each school.

We hope you will join us at concerts, PTO meetings, parent education presentations, Go-To-School Night, The Fifth Grade Extravaganza and other school events.

WINNETKA PUBLIC SCHOOLS – MEDICATION ADMINISTRATION

The health office must have this form completed and on file before medication can be dispensed to your child. This includes both prescription and over the counter medications

TO BE COMPLETED BY PARENT:

Child's Name _____ **Date of Birth** _____ **Grade** _____

Address _____ **Telephone** _____

I request that the school nurse administer the medication prescribed by my child's physician. In the event that the nurse is not available, it will be my responsibility to dispense the medication. Pertinent health information will be shared on a health alert list and distributed to designated staff members and remains confidential. Only that information which pertains to school safety or which might impair functioning in the classroom will be placed on this list (allergies, asthma, medications, etc.)

Parent Signature _____ Date _____

TO BE COMPLETED BY PHYSICIAN:

Child's Name _____

Diagnosis _____

Medication _____ Strength _____

Dosage _____ Route of Administration _____

Time of Administration of School _____

Starting Date _____ Discontinuation Date _____

Intended Effects _____

Side Effects _____

Other Medication Child is Receiving _____

Physician's Name (*please print*) _____ Telephone _____

Physician's Address _____

Physician's Signature _____