

Skokie School Student Handbook

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 all students 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 to successful involvement at The Skokie School. Students in our school community make constant choices about how to behave and interact with others. One of the ways we work to develop these skills and characteristics is through our REACH* program.

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 a lot of SOLUTIONS
5. Think ahead to the consequences
6. GO ahead and TRY the BEST SOLUTION

*REACH is the program created by teachers, students, and parents at Skokie School for social and emotional instruction.

Unacceptable Conduct at The Skokie School

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 treats 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 responses to infractions.

School Information

School Hours: The school day begins at 8:25 a.m. You are expected to be *in* your advisory, in your seat, and ready to go at that time. It is important that you are on time, every day. School is dismissed at 2:30 p.m. on Mondays and at 3:30 p.m. Tuesdays through Fridays. Students may enter the building at 8:10. If you arrive before that time, please wait at the door. 6th grade students enter the school through the east doors (by Glendale), 5th grade students enter through the west doors (by the playground).

If you need to meet with a teacher before 8:10, please make specific arrangements in advance with that teacher. Your teacher will explain how to make these arrangements. Students should leave the building within fifteen minutes of dismissal unless they are involved with an after school activity.

Absences: All students must be accounted for every day. Your parent or legal guardian needs to call the office number (847-441-1750) *each and every day* (before 9:00 a.m.) that you are absent. Please remember that it is essential that we know your whereabouts at all times. On the first day back to school, please bring a note from home explaining the reason you missed school.

Backpacks, Bookbags, and Other Carry-All gear: Backpacks and bookbags need to be stored in your locker. If your bag is left in the hallway, it will be taken to the lost and found. They are not to be carried from class to class during the school day. Your band or orchestra teacher will discuss instrument storage.

Cell Phones: While we acknowledge that some families choose to provide their fifth and sixth grade students with cell phones for emergency purposes, we ask that those students keep their cell phones in their backpacks and out of sight until after dismissal. Students with cell phones are asked to use them after school hours outside the school building. Students are allowed to call home during school hours from school (phones are

accessible in the classrooms) for emergency situations. We strongly recommend that arrangements for transportation be made before coming to school. Cell phones will be taken to the office for parent pick up if seen being used in the building during school hours.

Computer Lab: The computer lab facilities are open to all students and staff for educational purposes. You will be expected to show respect for the equipment and each other while working in the computer lab. Any misuse of the computers will result in the loss of privileges to use the computer lab and classroom computer.

Doors in the building: Students are not to open any doors for visitors during the day even if the people trying to enter are familiar. For the safety of all students, all visitors and parents must enter the building through the main entrance on Glendale.

Dress: The purpose of these guidelines for all students is not to inhibit 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 student's 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; tank tops with very thin straps; 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 bandanas may be worn in the building.

Electronic Devices: Electronic devices in general are disruptive to the learning environment at Skokie School. We recommend that students not bring them to school.

Food and Gum: You may not chew gum at school at any time. All food is to be eaten in the cafeteria unless special arrangements are made with a teacher. If there is food eaten in a classroom, it is under the supervision of a teacher and appropriate clean up procedures are followed (please remember that our custodians work hard and anything you can do to help them is appreciated). Note, our classrooms are nut-free spaces. Any foods eaten within the classroom need to be nut free foods.

Homework: We all expect that your best learning occurs when you are rested and come to school prepared each day with homework complete. Homework is an important part of learning at Skokie School. Often, your next lesson depends on your understanding of your homework. Please make every effort to complete assignments as thoroughly as you can. If you have a problem, come to school with questions. Your teachers will support you and discuss difficulties with you, but at the same time they will expect that you are putting forth your best efforts.

Internet Access: The classroom teacher and the needs of the curriculum will determine Internet access. Students and parents are required to sign an Internet Acceptable Use Policy prior to student access. An adult staff member will supervise students using the Internet. Appropriate Internet etiquette and usage will be discussed prior to using the Internet. Students are not allowed to send or check personal email or to instant message while at school.

Leaving school during the day: We discourage the scheduling of appointments during the school day whenever possible. However, if you need to leave the building give your advisor a note first thing in the morning stating the reason you must leave and when you will return. You need to sign out with the entrance monitor when you are ready to leave. You must wait in the front lobby until a parent comes for you. Please be sure that the entrance monitor sees your parent and sees you leave. When you return to school, sign in with the entrance monitor and proceed to class. You are responsible for checking with your teacher to determine what you missed.

Lunch: Students bring lunches from home each day. Milk and orange juice are available for purchase daily. A nut-free table is designated in the cafeteria. The cafeteria is the only space in the building where foods with nut-related ingredients may be eaten.

We require everyone to eat lunch in the cafeteria for at least 10 minutes. After that time, you may clean your area and raise your hand to be dismissed by a lunchroom teacher to go outside. The teachers in the lunchroom will assign groups of students to clean tables. This job rotates among all students.

Your table in the lunchroom will be assigned at the beginning of the year. We will review how that arrangement is working as the year progresses.

Because we have students at Skokie with food allergies, we request that you only eat your own lunch. If you have forgotten your lunch, please check in with a teacher. They will help you find something to eat.

Lost and Found: The lost and found will be located behind the entrance monitor in the front hallway of the school. 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 you need to take medication during the school day, a medication permit signed by your parent should be on file with the school nurse. Your parents should discuss any special needs with the school nurse. You can at no time store medication in your locker or on your person without prior approval from a principal in a unique situation.

Parties: As an advisory, you will develop options for bringing treats to school. If this is the case, please bring a small treat to share with everyone in the group. Special consideration should be made for students with dietary restrictions or allergies. Remember, all classrooms are nut-free.

Invitations for parties outside of school may not be passed out at school unless one is given to each member of the advisory or team.

Principal's Advisory: A group of students meets with the school principals to discuss what is happening in the school bi-weekly or weekly. All interested students have an opportunity to serve on the Principal's Advisory.

School Closing: While the closing of school is announced on local radio and television stations, district-wide emergency information will be delivered via recorded phone messages sent through NTI connect-ED.

School Nurse: We expect students to be well and ready for a full day's work when reporting to school each morning. The school health service provides for emergency care if the need arises for the sick or injured. Students should obtain teacher permission to go to the nurse's office except in an emergency. Parents may consult with the school nurse as needed. This phone number is 847-441-2194.

The Scoop: Each day a student bulletin, The Scoop, is put together by the office and passed out to all advisories. Together you will read this in the morning advisory time. We welcome student additions to the Skokie Scoop that may be of interest to other

students in the school. Please submit written items to Ms. Seitzinger in the front office. She will review your addition and will ask you to have the appropriate teacher sign off on the item to be submitted.

Severe Weather: Students will not be dismissed at the end of the day if a weather warning is in effect. Students will wait in the classroom or auditorium until the storm passes or a parent arrives to pick up. Signs stating "dismissal delayed" will be placed outside the school in view of driving parents to notify them of our delay.

Snow Throwing: For safety reasons, the throwing of snow is not permitted at anytime on the school grounds.

Student support: If you need someone to talk to while you are at school, here are some options: your advisor, the principal, the assistant principal, and the social worker. Your teachers know that at any time you may tell them you need to find and talk to one of the principals. They will honor this request.

Student visitors: In order to ensure the safety of everyone, we are unable to allow you to bring friends to school as your visitors. Only prospective students are permitted to visit during the school day. Arrangements are made through the office for a short visit.

Tardies: You are expected to be at school on time. When you are late, you disrupt the flow of the class. Those who are late should report to the front-hall monitor with a note from a parent explaining the tardy. The monitor will ask you to sign in. Excessive tardiness will result in a call home to work with your family to develop a strategy to remedy the situation as well as a missed lunch and recess time. Students who accumulate 3 tardies will be notified of a date they will need to meet with a principal in the front office.

Telephones: The phone in the Main Office is to be used by students for emergency purposes only. Students may make telephone calls during the day from the classrooms with permission from a staff member. A pay telephone is available for student use before and after school. It is located by the gyms. Arrangements to go home with friends should be made outside of school.

Transportation/School Safety

Bicycles and wheels: Bicycles must be locked on the bicycle racks. Scooters, skateboards, and roller blades must be kept in lockers during the school day. Please remember that you may not use these items on school grounds at any time. Bicycles, skateboards, and scooters must be walked or carried on school grounds. Students choosing to violate this rule will lose their opportunity to bring these items to school. These measures are necessary to insure the safety of all.

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 safety rules for your 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.
8. 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 near Elm Street (and then 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. We cannot stress how important it is that your bicycle be locked when at school. We have had several unlocked bicycles stolen from our racks.*

