



**Carleton W. Washburne School  
Building Guidelines, Practices, and Procedures**

**2017-2018**

# **The Winnetka Public Schools District 36**

## **Carleton W. Washburne School**

**515 Hibbard Road  
Winnetka, Illinois 60093  
(847) 446-5892**

### **Welcome to Washburne School**

Welcome to the Washburne family! The following pages contain our building guidelines with the various practices and procedures as well as day-to-day routines, which enable us to ensure everyone has an awareness of expectations and the information that is needed to understand how Washburne works. Please take some time to review this with your student and discuss the expectations outlined in these pages.

We value our relationships with parents and students and look forward to working with you as a team to provide developmentally appropriate and challenging learning environments. Please feel free to contact me or the faculty or staff who work with your child with any questions, concerns, or accolades.

Mr. Dave Kanne  
Washburne School Principal

Mr. Tony Venetico  
Washburne School Assistant Principal

### **The Winnetka Vision**

The Winnetka Public Schools community empowers every student to flourish in an innovative, experiential environment. We support and challenge all learners to actively engage in continual growth and achievement to make a meaningful difference in the world.

# GENERAL INFORMATION

## Policy Citations

Certain policy sections and chapters are cited throughout these pages. To find detailed information pertaining to The Winnetka Public School District 36 policies please refer to our website at [www.winnetka36.org](http://www.winnetka36.org).

## School Hours

The school day for all students begins at 8:30 a.m. Students are expected to be *in* their respective advisories at 8:25 a.m. to conduct the day's initial business. It is essential that all students be *on time, every day*. School is dismissed at 2:30 p.m. on Monday and at 3:30 p.m. Tuesday through Friday. Students are expected to leave the building within 15 minutes after dismissal; 2:45 p.m. on Monday and 3:45 p.m. Tuesday-Friday, except when requested by a teacher to remain.

Students are welcome to utilize our resource center and computer labs as early as 7:30 a.m. In addition, they may meet with teachers during this time provided they have made a previous arrangement with them. All students are expected to act responsibly and maturely at all times. Disrespectful behavior may result in the loss of early morning or after school privileges.

## Class Time Schedules

Period	MONDAY	Period	TUESDAY-FRIDAY
AA	8:30 - 8:34	AA	8:30 - 8:34
1	8:36 - 9:10	1	8:36 - 9:12
2a	9:12 - 9:27	2a	9:14 - 9:31
2b	9:29 - 9:45	2b	9:33 - 9:50
3	9:47 - 10:21	3	9:52 - 10:28
4a	10:23 - 10:39	4a	10:30 - 10:47
4b	10:41 - 10:57	4b	10:49 - 11:06
5	10:59 - 11:33	5	11:08 - 11:44
6	11:35 - 12:08	6	11:46 - 12:21
7	12:10 - 12:43	7	12:23 - 12:59
8	12:45 - 1:19	8	1:01 - 1:37
9a	1:21 - 1:36	9a	1:39 - 1:56
9b	1:38 - 2:12	9b	1:58 - 2:15
10	2:14 - 2:30	10	2:17 - 2:53
		11	2:55 - 3:30

## Entrance Monitor at the Front Desk

The Entrance Monitor at the front desk will be available to monitor the entrance into the building as well as to greet students, staff and visitors. In order to allow the entrance monitor to complete her job effectively and to be present at the front desk, please abide by the following guidelines.

- All forgotten items such as homework, lunches, k.w. uniforms and musical instruments must be left in the cubicles provided in the front entrance area. **ITEMS CANNOT BE PERSONALLY DELIVERED TO STUDENTS.** Students are informed in the *Daily Bulletin*, which is read during morning advisory, that it is their responsibility to retrieve forgotten items.
- Attendance-The Entrance Monitor is responsible for keeping attendance records for every student; therefore, it is essential that every student adhere to a strict procedure for signing in and out of the building. If a student is tardy to school, after 8:30 a.m., or they must leave for any reason during the school day 8:30 a.m. to 2:30 p.m./3:30 p.m., they must enter/exit through the Main Entrance on Hibbard Road ONLY and sign in/out with the Entrance Monitor. A student will **not** be released without a parent or guardian, or in some cases, a person from the student's emergency contact list. If a student is tardy or returning to school from an appointment, they do not need to be accompanied by a parent or guardian into the building. (See **POLICIES AND PROCEDURES/Attendance Policy Section for more information**).
- Parents are asked to make a copy of their student's schedules at home for a reference. This will help in arranging appointments and lunch drop-offs. Remember that Monday consists of shortened periods and students are dismissed at 2:30 p.m.
- When picking up a student for health reasons, the student will be waiting at the front desk, or parents may be directed to the health office.
- All medications must be delivered to the school nurse in the health office. They should not be left at the front desk, carried by students, or put in lunches (See **HEALTH/Medications Section for more information**).

## Resource Center

The Resource Center provides materials, equipment, special programs, guest speakers, and volunteers to help support and supplement our curriculum. Books, periodicals, videotapes, DVDs 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 prearranged pass or be a member of a group assigned to an area of the Resource Center. Students who wish to study or read before or after school may do so without a pass.

### Hours

Monday: 7:30 a.m. - 3:00 p.m.  
(except when faculty meetings are scheduled)  
Tuesday – Friday: 7:30 a.m. - 4:00 p.m.

**The Resource Center closes at 3:30 p.m. on days preceding vacations.**

The library is the quiet area of the Resource Center. It is where reading, studying and research take place. Circulation of books, videos, E-Readers, DVDs and other AV equipment originates in the library. All materials must be checked out before leaving the library. Reference books and magazines are used ONLY in the library. No food or drink is allowed in any of the Resource Center Facilities. The PTO resource collection is located in the Resource Center.

Students must exhibit appropriate manners and behavior at all times in the Resource Center.

### Internet Access:

Only students who have signed the district Acceptable Use Policy may have Internet privileges or have access to district issued devices.

*Students may access the library catalog through the District's home page.*

## Overdue Books

### Fines:

General collection books - \$.05/school day

## Lost Books

Students will have to pay the replacement cost for a lost book. If a lost book is found and returned within four months, the replacement cost of the book, less overdue fines, will be returned to the student.

## Internet Access

Internet access will be determined by the classroom teacher and the curriculum. Students and parents will be asked to sign an **INTERNET ACCEPTABLE USE POLICY** each year as part of the registration process; this is required for Internet use at school, or to receive a district-issued electronic device. Students using the Internet will be supervised by an adult staff member. Appropriate Internet etiquette and usage will be discussed with students prior to using the Internet.

## Computer Lab

### Hours

Monday: 8:36 a.m.- 2:30 p.m.

Tuesday - Thursday: 8:36 a.m. - 4:30 p.m.

Friday: 8:36 a.m. - 3:30 p.m.

**School days preceding holidays or vacations: 7:30 a.m. - 3:30 p.m.**

The computer lab facilities are open to all students and staff for educational purposes. The computer labs have numerous networked iMac computers and color printers. The primary productivity software includes MS Office and iWorks which easily convert to other word processing files. Students are expected to show respect for the equipment and each other while working in the computer labs. Any tampering with the computers may result in the loss of network privileges.

## School Store

The school store at Washburne is open periodically throughout the year. Information regarding the store will be shared via the student daily bulletin.

# COMMUNICATIONS

## Board of Education

School Board meetings are usually held on the third Tuesday of every month at 7:15 p.m., Meeting notices are posted on the District website and at the entrance of the school building where the meeting will be held. Please refer to the [district website](#) for the 2016-2017 regular meeting schedule.

## Conferencing

Parent/teacher/student conferences take place two times per year. An advisor-led conference will take place in the fall and academic conferences will take place in the winter. **Students attend conferences.** If you need additional time, please make an appointment with your student's teacher. Please see the Washburne school online calendar for specific dates.

## Go-To-School Night

Parents attend an evening curriculum meeting in September known as Go-To-School Night to learn more about their student's school. Please see the Washburne school online calendar for the Go-To-School Night date and time.

## Parent Teacher Organization (PTO)

The Winnetka PTO is a parent led, tax-exempt, volunteer organization whose purpose is to further enrich the experience of our children at our schools and in the community in order to insure the highest quality education available.

The Winnetka PTO is composed of a Central Board along with distinct Executive Boards for each Member School (Crow Island, Greeley, Hubbard Woods, and Skokie-Washburne). The Central Board meets once a month. The Executive Boards at each Member School meet independently to manage individual school initiatives.

Every family is a member of the PTO and may attend and participate in all activities of the PTO. Members who pay the annual \$20 dues (collected with your annual District fees) have the right to vote, be a room parent and hold office. The dues fund the costs for Central PTO functions including the following:

- The development and maintenance of the district-wide PTO website- [www.winnetkpto.org](http://www.winnetkpto.org)
- Auditing and preparing the financial reports for its Member Schools,
- Providing insurance for the Member PTOs,
- Central sponsored programs and donations to local organizations that support our schools and children such as The Winnetka Alliance for Early Childhood Education, the Volunteer Center of New Trier Township and Family Awareness Network.
- Any funds received from dues that exceed the Central PTO costs are allocated to the individual school PTOs.

## Skokie/Washburne PTO

The Skokie/Washburne PTO strives to support our children and schools and foster community through innumerable programs and several fundraising efforts. We are thankful for our tremendously supportive parents. Please join us by volunteering for one or more executive or committee positions. Volunteers work individually or in groups with the administration, staff, students and/or PTO Executive Committee. We solicit volunteers for executive positions beginning in January and vote on the slate at a meeting before the end of the school year. We typically seek volunteers to serve on the committees from February through April or May although volunteers are sought throughout the year. A list of the

current Executive Committee and Committee Chairs is provided in the larger school directories. Please direct questions to the PTO Chair.

## COURSE OF STUDY

All courses are offered during an eleven period day. Students take all academic classes from a team of four teachers. In addition to language arts, social studies, math, and science, students participate in our advisory program, kinetic wellness, related studies, and extracurricular activities.

Carleton W. Washburne School does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. Any inquiry regarding our practices, procedures, and guidelines should be directed to our school principal or the superintendent of schools.

### Academic Achievement and Assessment

A balanced educational program takes into account the realities of physical, emotional and social growth as well as intellectual development. We seek to stimulate in each student a love of learning and a questioning mind as a foundation upon which to build an increasing competency in the academic content of the curriculum.

The seventh grade year is a transitional year. The anecdotal records from the lower grades are gradually phased out and are replaced with a more traditional grading system. This enables students to gain a sense of satisfaction from their own performance and to begin to develop an awareness of their own achievement in relation to objective standards.

During the two years at Washburne, we seek for each student a mastery of the tools of learning which are essential to the more abstract learning and thinking that follow. To read well, to express one's self effectively in speech and writing, to perform with precision the fundamental mathematical processes, and to have a command of the scientific process of thought are reasonable expectations for nearly every student in eighth grade. Just as we recognize youngsters in other aspects of their school experience, so also will we recognize those students who attain a certain level of academic achievement.

**Report Cards:** Parents receive one report card after the end of each trimester. Reports consist of narrative comments individualized to each child. In addition, letter grades begin the second trimester of 7<sup>th</sup> grade.

An ACHIEVEMENT grade represents a student's demonstrated accomplishments. Attitude and work habits are reflected in the EFFORT grade.

These reports, in combination with parent-teacher-student conferences, should give parents an accurate assessment of their child's performance. A minimum of two parent-student-teacher conferences are scheduled during the year to discuss student progress. In addition, conferences may be arranged by parents or teachers whenever circumstances warrant. Parents are encouraged to contact staff or send a note for an appointment, whenever appropriate. A mutual meeting time can then be arranged.

Parents may request a review of their child's student records by contacting the building principal or Department of Pupil Services. Except in special circumstances, we will mail copies of school reports and information to non-custodial parents.

## Advisory

Advisory is team-based, gender-integrated and single grade in composition. Advisories stay together for two years. All advisories will share common curriculum with similar activities, themes and language.

Advisories meet for 5 minutes at the beginning of every day where attendance will be taken, the Daily Bulletin will be read and activities will be planned. Additionally, advisory meets for thirty-five minutes on Wednesdays and Fridays. (Please refer to our website at [www.winnetka36.org](http://www.winnetka36.org) for more detailed information on our advisory program).

## Advisory Placement

Many factors go into pupil placement. We rely heavily upon recommendations of the previous year's teachers concerning students' learning styles, learning needs, pupil combinations, as well as appropriate classroom climate. We receive written and verbal communications from all of the staff members involved before placement decisions are made.

We welcome comments from parents about children's learning needs, but we are not always able to honor parent requests. The building principal reserves the right to make all final decisions about the placement of individual students.

## Academic Support

In response to Federal and State legislation regarding the mandatory provision of multiple academic support/interventions for students, and in recognition of the differing developmental needs of young adolescents, we offer flexible academic support opportunities for Washburne students (<http://www2.ed.gov/programs/titleiparta/rti.html> and [http://www.isbe.net/Rtl\\_plan/default.htm](http://www.isbe.net/Rtl_plan/default.htm)).

Our team-based, Flexible Support Program (FSP) takes place when Band, Orchestra, and Chorus meet, twice per week (Tuesdays and Thursdays). The academic and organizational needs and skills of adolescents vary considerably, and, therefore, the FSP will provide a differentiated support structure including both academic support and some limited interest-based offerings.

During flexible support periods, students will be able to choose between the following options:

1. Writing Lab
2. Math Lab
3. Guided Study
4. Resource Center
5. Computer Lab
6. Team-Based Study Sessions

Skilled educators who have expertise in the appropriate skill/subject area will staff, track, and maintain student records for each FSP classroom. Depending on the nature of their needs, students will either be referred to a specific FSP or be able to choose daily which FSP they wish to attend. The default placement will be the Team FSP rooms from which students can move on to other FSPs.

## Band, Orchestra, Chorus

We have created a schedule in which band orchestra and chorus classes will meet two days per week (Tuesday and Thursday) during the last period of the day. (Flex period)

Our band, orchestra and choral directors plan to continue scheduling sectionals for their programs and will schedule one 7:30 am morning sectional per week on a day to be determined.



## Kinetic Wellness Program

Students are expected to be prepared for KW on a daily basis. If students cannot participate in K.W., they should bring a note from home. Injuries or illnesses that prevent participation in KW for more than three (3) days require a note from a physician.

**Clothing:** Seventh and eighth grade students wear Washburne-Skokie athletic uniforms everyday 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 must be secured with laces or Velcro straps. Hiking boots, slip-ons and deck shoes are not acceptable.

**Jewelry:** Jewelry, including watches, is not to be worn during class time. All jewelry should be secured in the student's *locked* locker for safekeeping.

**Lockers:** All students are assigned a personal locker that 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 their kinetic wellness teacher.

**Rentals:** Rental uniforms are available in the event that your child's uniform is missing or has been left at home. Shirts and shorts will be charged at a nominal fee. If your child is a frequent renter, his/her effort grade will drop.

More detailed information can be found on the school's website.

## New Trier Mathematics Program

District 36 participates in the New Trier Township mathematics program for seventh and eighth graders. Participating students take algebra as seventh graders and geometry as eighth graders. Specific methods for identifying sixth graders have been adopted by all township-sender schools. As part of this procedure, all sixth graders have the opportunity to take an algebra aptitude test in late November. Those students who achieve a qualifying score on this test will then take the SATs, and those who meet the requirements will be invited to participate in the New Trier Township Program.

## Related Studies

**Electives:** We offer each Washburne student a wide variety of electives including performing and fine arts, writing, technology, industrial technology and world languages throughout the year.

**Special Services:** Students with individual needs are served through the following programs: learning strategies, reading improvement, social work, ELL, and speech/language services.

**Extracurricular:** Please refer to school website for all information pertaining to extracurricular activities, sports, clubs etc.

## Student Recognition

We believe that Washburne serves and should continue to serve as an educational laboratory for the pursuit and discovery of ever-better ways to teach and to learn. We place great emphasis on providing a learning environment that will encourage the student's maximum capabilities. Fulfillment of the individual must take into account the wide spectrum of differences in readiness and ability. We believe that our school has a responsibility to prepare students for active and constructive roles in the larger society.

**Recognition:** As a faculty, we believe that our students should be recognized for positive contributions and achievements in every aspect of their school experience. These include service, responsibility, leadership, sportsmanship, attitude, effort, cooperation, academic achievement, and perfect attendance. The faculty is encouraged to use a wide variety of techniques to recognize students, i.e., notes or telephone calls to parents, positive statements on progress reports, complimentary comments to students, or service awards and certificates of academic achievement.

**Academic Achievement Roll:** Eighth grade students who have an average of an A- or above are honored each trimester. Eighth grade advisors will explain to their advisees the requirements necessary in all subject areas for students to achieve Academic Achievement Roll status. If a student accumulates more than three unexcused tardies in a trimester, he/she will not be eligible to appear on Washburne's Achievement Roll.

**Recognition Awards:** Several awards are presented at all-school assemblies held twice each year: the Todd Pfisterer Medal is given to two students for improvement in kinetic wellness education; the Donald Anderson Medal is awarded to an outstanding eighth grade student who displays sportsmanship, selflessness and a strong character; the Dario Toffenetti Award is given to several deserving seventh grade students who display kindness and are positive role models; and the JoAnn Chiyoko King Literature Award is presented to 8<sup>th</sup> grade students who consistently supported the Resource Center by their frequent use of the library collection and who encouraged others to read by their example; the Glenn Wiemer Award is given to an eighth grader who exhibits two years of leadership and service to our school community. The winners' names are recorded on plaques displayed at Washburne.

**Service Recognition:** A team or teacher may give Service recognition to any student who demonstrates service, responsibility or leadership. These students go beyond normal expectations in the performance of a special task or project that benefits the school or staff.

**Related Studies:** Our students participate in a wide variety of related studies, such as art, music, industrial arts, kinetic wellness, computers, vocal music, drama, instrumental music, and journalism. Student and group recognition are encouraged through presentations, speeches, writing, concerts, plays, displays, and projects.

## POLICIES AND PROCEDURES

### Admission of Pupils: Department of Public Health Requirements

In order to meet the health and safety needs of your child, the following health records are needed for entry into Washburne School: a) Current Certificate of Health Examination, b) Current Immunization Record, and c) Dental Examination Report. Forms are available in the school offices and in the district office.

**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.

State law also requires that the child's birth certificate or passport be presented at the time of registration.

## Admission of Pupils: State Law Requirements

State law requires appropriate health and immunization records for each child enrolled at Washburne (forms available at Washburne or the District Office). These completed forms must be submitted upon enrolling in District 36 and again prior to the beginning of school for each student entering 6th grade. State law also requires that we see a copy of the child's birth certificate at the time of enrollment.

## Americans With Disabilities Act (A.D.A.)

District 36 is pleased to comply with the ADA, which prohibits discrimination in the provision of services, programs, or facilities to individuals with disabilities. We are working to better serve individuals with disabilities through facility accessibility and program inclusion.

We welcome comments or suggestions from individuals with disabilities, or their representatives, which would enable us to more effectively plan, conduct, and deliver services, programs, or activities to people with disabilities. The A.D.A. Notice is as follows:

"In accordance with the Americans with Disabilities Act ("ADA"), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the Washburne School or be subjected to discrimination by the District. Any inquiries may be directed to the principal or superintendent who will provide any individual with information regarding the District's compliance with the Act and its method of processing complaints or grievances alleging noncompliance of the ADA."

## Attendance Policy

All students must be accounted for every day in order to assure their safety and security. Once in school or on school grounds, no one is allowed to leave the building until school is dismissed without a note or verbal permission from a parent. **Parents or legal guardians need to call the school entrance monitor at (847) 501-3212 each and every day before 8:30 am when your child is absent or tardy for any reason. (Messages may be left at any time.) Please do not email or leave messages reporting a student's absence in teachers' voice mailboxes.** The school nurse may make a follow-up call to gather more information regarding the absence/tardy.

Students are **not** to call or email to report their own absences; we **must** hear from a child's parent/guardian. The failure of a parent to call will result in the nurse or other school personnel calling the parent. It is essential that we know each child's whereabouts. A child 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.

## Student Absences

**Authorized absences** are given for illnesses or because of a death in the family. We strongly urge that **appointments (medical, orthodontist, etc.) and lessons be scheduled for times other than school hours. Too 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, he or she should bring a note from home and check in or out with the entrance monitor. Since we cannot see when cars pull up in front of school, **students must be picked up at the main entrance by their parents or authorized adults.** Students may not leave or arrive from an appointment on their own (walking, biking, skating, etc.)

We discourage **unauthorized absences, such as vacations taken during the school week.** Classroom experiences, discussions and many activities cannot be fully replicated. It is very important that teachers are notified of these absences ahead of time; however, teachers are not obligated to provide work in advance. Unauthorized absences may result in consequences to be determined by teacher discretion.

Students who, for any reason, do not go on a field trip are expected to report to school for that field trip day.

## Absence - Long Term: Home/Hospital Instruction

The purpose of home/hospital instruction is to provide instructional and supportive services to eligible pupils who are confined to their home or a hospital because of health or physical impairment. The home/hospital program will be provided to any child with a health or physical impairment which, in the opinion of a physician, will cause the child to be absent from school for more than two consecutive weeks and to any such child who school personnel determine could educationally benefit from such a program. The home/hospital program will also be provided to any child whose educational needs, as determined by a case study and reviewed in a multidisciplinary staff conference, are appropriately and effectively met by such a program. The principal will make referrals for home/hospital instruction as soon as it is known that the child will be absent for an extended period. Parents are asked to contact the school principal when such circumstances arise.

## Parent Absence from Home

Please advise, in writing, the school principal if you plan on being 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.

## Tardy Procedures

**Tardies should be minimal** and occur **only in extenuating circumstances**. Those who are late must report to the entrance monitor with a note from a parent explaining the tardy. The entrance monitor will ask students to sign in and will issue them late authorized or unauthorized passes to class. Appropriate school personnel will be notified.

When a student is tardy to school more than three times per trimester, the main office will take the following steps:

1. The fourth unexcused tardy will result in written notification to student and parent/guardian.
2. The fifth unexcused tardy will result in one detention.
3. The sixth unexcused tardy will result in two detentions.
4. The seventh unexcused tardy may include coming to school early, staying after school and/or coming to school on non-attendance days (conference days, institute days, Saturdays.)

**If a student accumulates more than three unexcused tardies in a trimester, he/she will not be eligible to appear on Washburne's Achievement Roll.**

***"Ditching" school, whether for a class period or for an entire day, will result in a child making up twice the time missed - before and/or after school, a conference with his/her parents and other consequences to be determined. Tests missed due to this absence may not be made up.***

## 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.

***Guests will not be permitted on a bus without a school issued bus pass. Guest passes may be obtained in the school's main office and must be picked up early in the day. It is possible that guest passes will not be issued if the regular ridership is at full capacity.***

***Under no circumstances may students be allowed off at a stop other than their own unless a note from their parent is given to the bus driver.***

The public bus, PACE-route 423, 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** or **checking their website**.

## Cafeteria

The cafeteria at Washburne offers a variety of options. These daily offerings include freshly prepared hot lunches, sandwiches and homemade soups. For a healthy alternative we offer; a salad bar (with low fat dressing), sub sandwiches made on whole wheat bread, assorted wraps, bagel with cream cheese and fresh fruit. Milk, yogurt, fruit drinks and dessert are also available for students. Washburne does not have a milk program. The menu for the month is posted on Washburne's website and daily offerings are listed in the *Daily Bulletin*. Students must eat lunch in the cafeteria **only** unless other arrangements have been made. *Food is not to leave the cafeteria*. Hand sanitizer dispensers are available in the cafeteria.

Our lunchroom is used daily by many people. It requires cooperation on everyone's part to make the lunchroom a pleasant place to eat. Students will review a list of cafeteria responsibilities in the beginning of the school year.

**Behavior** - Students are expected to use good manners inside and outside of the cafeteria. Lunchroom etiquette is reviewed in advisory and by cafeteria supervisors. They are to keep their voices down while in the lunchroom and are expected to stay seated except when entering, buying food or drink, cleaning up, or leaving. Students are to be respectful of self, lunchroom staff, others, and property inside and out. Inappropriate behavior will be addressed by lunch supervisors and may result in the loss of cafeteria and/or outdoor privileges. **(Please refer to the school website for more information regarding the lunch program and monthly menus)**

## 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. If students do not arrive on time to meet their group or choose not to attend a field trip, they are expected to report to the office and remain in school for the day.

**A school field trip is defined as one or more students leaving the school campus under the sponsorship of the school and supervision of school employees for educational purposes.**

**Students shall not be transported on a field trip in personal vehicles except that a parent may drive his or her own child if that parent has made a written request 24 hours prior to the trip. The trip supervisor must approve such a request. Any field trip may be cancelled without notice due to an unforeseen event or condition.**

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. Students who fail to cooperate while on field trips will serve consequences and may be suspended.

**(Policy 6:240)**

## Graduation--Eighth Grade

All eighth grade parents will receive a letter in **the fall** to alert families to information about our June graduation, including limited ticket availability and appropriate dress for graduates. In early April, a very detailed letter will be sent to all parents of eighth graders. **Please, do not proceed with inviting guests to graduation or purchasing "graduation outfits" until all details have been mailed home. This will avoid difficulties.**

## High School Orientation

Most of our Washburne graduates attend New Trier High School. New Trier personnel arrange and direct a thorough orientation program, usually in January. Details will be shared through Mr. Kanne's Friday Flyer and through a special mailing to each eighth grade family. Parents and students interested in other high schools are encouraged to contact the admissions offices of those schools early in the fall of eighth grade for orientation and registration information.

## Insurance

Student Accident Insurance is available through an independent group insurance policy. Literature explaining coverage, costs, and enrollment is available on the [District website](#).

## Lockers/Locks

Each student is assigned both a hall locker and a gym locker to secure his/her belongings. If these locks are lost, students must purchase additional locks. It is the student's responsibility to keep his/her locker locked at all times and to keep locker combinations confidential. **A LOCK IS REQUIRED AT ALL TIMES.** If a student loses or misplaces a lock, he/she must let their advisor know and immediately contact the school secretary for lock replacement. **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 and inspections. Defacing the lockers is prohibited. Students who damage a locker or lock will be assessed a fine and will face appropriate consequences.

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. **(Policy 7:140)**

## Lost and Found

The lost and found will be located in a designated area. Items of clothing may be deposited there. Items such as money, jewelry, keys or small personal items, etc. should be brought to the school office. Students and parents are urged to check the lost and found regularly. Items left on the school bus will be deposited there. ***Please identify personal belongings by labeling with first and last names.*** Every trimester, unclaimed lost clothing is donated to charity.

## Standardized Tests

Eighth grade students will take the New Trier placement test in late Fall/early Winter. This test will be administered at New Trier on a Saturday morning. Illinois' PARCC Test will be administered to all students in the spring. Two times each year, Washburne students will participate in the MAP assessment. The MAP assessment is a computer adaptive test that provides, screening and progress monitoring information. District 36 began using the test during the 2015-2016 school year.

## Student Council

Our General Assembly is to be composed of volunteers from the student body. Any student may participate unless they are on the academic ineligible list. Students may join student government at the start of any trimester by filling out an application form. At least ten students must participate for the government to be valid, but the total group must not exceed fifty. Criteria for acceptance are to be determined by the President of the assembly and the Student Council Advisor. More than five unexcused absences by any member of the Assembly are grounds for impeachment. (Please refer to our website at <http://winnetka36.org/washburne/practicesandguidelines> for more detailed information about student government).

## Student Records--Change of Information

Parents need to notify the District office of a change in address and provide proof of residency. 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.

## 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/Washburne-Skokie campus 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, The Winnetka Public Schools, 1235 Oak Street, Winnetka. **(Policy 6:120)**

## Transferring to Another School

Parents are asked to contact the Washburne School office as soon as possible if they plan to withdraw their child(ren) from school. Time is needed to complete transfer information and to secure a release of records form.

## Visitors

All adult visitors are welcome at Washburne School. Please sign in at the entrance monitor's desk where you will be given a visitor's pass. This pass needs to be prominently displayed on your person when you are in the building. Students may bring a friend or relative to school for one day if they have written permission from a parent (preferably a week in advance), and permission from the school administration and teachers. Graduates of Washburne School may visit only at the school's discretion.

# GUIDELINES, RULES AND DISCIPLINE

## Assemblies

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

## Backpacks, Bookbags, and Other Carry-All Gear

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

## 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.

Acceptable behavior is:

- Behavior that does not interfere with the learning process.
- Behavior that does 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.

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.

## Bicycles/Skateboards

Bicycle riders will park their bicycles in the bicycle racks near Elm or Oak Streets. Bicycles may not be parked in any other place. Bicycles **must be locked at all times**, and they **should be registered with the Winnetka Police Department**. Students may skateboard to school, but must carry the skateboard and store it in their locker or in their advisor's room (with permission) -- students should not skateboard on school property for the safety of students and visitors who are walking by. Skateboarding in the schoolbuilding is also prohibited.

## Bullying

Bullying involves the exploitation of a person or persons. Whether or not a behavior is bullying, depends on its effect upon the victim and whether or not the behavior is repeated over time. It can be physical, emotional, or social. All three areas encompass both verbal and nonverbal actions. Bullying is a serious infraction and may significantly impact a student's feeling of safety in our community and, subsequently, affect his or her learning. Students who are responsible for bullying may be given serious consequences. If a student feels that he/she is a victim of bullying or knows someone who is a victim, this information must be reported to a staff member. **(Policy 7:20)**

## Mobile Telephones

The use of a personal mobile telephone disrupts Washburne's educational environment and therefore will not be allowed to be used in school. In an emergency, students are permitted to use the office phone to make outgoing calls during the school day. Mobile phones must be turned off from 8:15 a.m. until 3:30 p.m. They must remain off during the instructional day. Mobile phones are the responsibility of the student. Washburne is not liable for theft or damage.



## Electronic Devices

When sanctioned by the teacher and utilized for a specific class assignment, students are permitted to use approved electronic devices in school. Devices that allow access to outside-District Internet services may be used, but the outside service must be turned off. Examples include, but are not limited to:

- E-book readers (such as Kindle) may be used with Internet connectivity turned off.
- Personal iPads, iPhones, and iPods may be used with Internet connectivity turned off (set in Airplane mode).
- Other devices (such as smart phones) may be used with Internet connectivity turned off.

Improper or unauthorized use of electronic devices may result in a referral to the main office.

Student-owned electronic devices used in school are subject to the District's Acceptable Use Policy.

All student-owned electronic devices are the responsibility of the student. Washburne is not liable for theft and/or damage of student-owned electronic devices.

## Food and Gum

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 or cafeteria. Gum chewing is **not** permitted at school at any time.

## Guidelines, Practices, and Procedures Manual

Students are responsible for all rules and information contained in these pages. This manual will be posted on the school's website and students will be shown how to download a pdf copy on their district-issued iPad. It may be necessary at times to add or to edit school guidelines or information as new situations and needs arise. Students will be notified of these changes through advisory and/or the *Daily Bulletin*. Situations may arise for which students may be held accountable that are not foreseen or mentioned specifically in this manual. Parents may refer to this manual to answer everyday questions.

## Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. **(Policy 7:20)**

## Homework

Homework assignments are an important part of schoolwork, extending and reinforcing the work covered in class. Students who fail to hand in homework at the appointed time will be required to finish the work at a time convenient to the teacher. This responsibility will take precedence over other commitments. Students must learn to manage their time so outside activities do not interfere with school responsibilities.

Many teachers give out assignments over time, and distribute the week's tasks/assignments early in the week so students often know what is expected in advance. If a child is absent for only one or two days, he/she should call a classmate to get the assignments. On the morning of the third consecutive absence, **parents may call the main office before 9:00 a.m. to request homework assignments. A parent should collect his/her child's assignments in the main office between 3:45 p.m. and 4:30 p.m.** In addition, it would be helpful for parents to come with their child's locker number and lock combination in the event books and materials need to be taken home. Following any absence, it is the **student's responsibility** to arrange with their teachers to make up **missed work**. Work should be made up within a time period specified by the teacher. **(Policy 6:290)**

## 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.

## 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 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; spaghetti straps (straps must be at least one inch wide) exposed underwear; articles of clothing with suggestive or inappropriate messages including references to sex, drugs, alcohol or cigarettes.

## Special Events

Students will participate in special events throughout the school year. It is the student's responsibility to act in a manner that will assure continuation of such activities. Misbehavior at these events may result in a loss of future privileges, including graduation celebrations, yearbook signing, field day etc. Parents will be contacted.

## Substitute Teachers

When the regular classroom teacher is absent and a substitute teacher is responsible for the class, students are expected to behave courteously and to complete work as requested by the substitute. Students who fail to cooperate will be held accountable for their behavior and will serve consequences. Consequences may involve a suspension.

# STUDENT BEHAVIOR

## Disobedience and Misconduct (School Board Policy 7:190, 7:200, 7:210, 7:230)

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. Please visit our building and district website to view all referenced policies in their entirety.

## 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 your student feels that he or she has 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. **(Policy 7:20)**

## 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. **(Policy 7:140)**



HEALTH

## Health Office

The Health Office is open daily from 8:00 a.m. to 4:00 p.m. The nurse's direct telephone number is (847) 446-6260 and has a 24-hour answering machine. 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.

If a student is sent home for health reasons, the student will be waiting at the front desk with the Entrance Monitor, or parents may be directed to the health office.

## Accidents, Illnesses and Injuries

All accidents, illnesses 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. If a student loses consciousness while at school, we require the parents or emergency contact to promptly pick up the student. The student must remain at home for the rest of the day. If the parents are not available, the persons listed on the emergency form will be called. The physician or dentist listed on the emergency form 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 student's emergency form up-to-date is essential.***

The **elevators** at Washburne are available to those students who need crutches or wheelchairs to get around the building. Using crutches on stairs is unsafe and is not permitted. Students may ride the elevator only with an elevator pass from the nurse, or the front desk. One other student is allowed to accompany them and assist with books/materials.

## Communicable Diseases

Communicable diseases such as Chicken Pox, Strep Throat, Staph Infection, Mono, Pneumonia, Influenza, Whooping Cough and Mumps must be reported to the school nurse right away as the nurse must report them 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 that are long term in nature, like Mono, migraines and asthma should be reported to the school nurse so that program modifications can be initiated.

## Emergency Health Information Form

The school needs to keep an emergency form on file with 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 your child on the first day of school and should be returned to school the next day. Each student is **required** to have a completed emergency form on file. **It is essential that emergency information be kept up-to-date (telephone numbers, job changes, etc.)** It is important to know all the medications your child is taking on a daily basis or as needed. This information is kept confidential.

## Health Examination Certificates

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 needs to be provided for school registration.

Specific **health concerns** should be communicated to the school nurse whenever they occur. Students with allergies and asthma can be appropriately cared for if their conditions are made known. Parents are encouraged to keep the nurse 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 Office Visits

Visits to the health office during the school day require a pass from the classroom teacher. It is expected that students are well and ready for a full day's work when they arrive at school in the morning. Students should not go to the health office between classes. If they do, they will be sent to their next class to obtain a pass. Students must **sign in** when they come to the health office.

## Medications

Medications needed during the school day are dispensed *only* in the health office. A medication permit 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 unless needed for emergency use as prescribed by their physician and cleared by the nurse. All medications must be delivered to the health office and dispensed by the nurse.** They should not be left at the front desk, carried by students, or put in lunches.

## Pediculosis or Head Lice

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). They do have to be nit free and checked by the nurse before returning to class. More information is available in the health office.

## Universal Precautions

These 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. ( Policy 4:160)

## Vision and Hearing Screenings

Screenings are done each year for all students in the The Winnetka Public Schools. Parents will be notified 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.

# SAFETY

**Student safety is important at home and at school. Students have practiced and need to continue practicing good safety habits such as careful ways of crossing streets, boarding and getting off buses or any other vehicle, and riding bicycles in a safe manner as described below.**

## Bike Safety

Bicycles are one of several means of transportation to school. For safety purposes, students are encouraged to wear helmets while riding their bikes at all times. For security purposes, bicycles must be locked in the bicycle racks located on school property. Students are to respect one another's property and all property in general.

## Building Safety

We ask that all visitors, as well as school personnel and students use the main entrance. This allows us to know who our guests are, their purpose at Washburne, and to keep track of our own school-community members should they arrive late or need to leave early. All doors leading into Washburne will be locked during the school day and we ask that guests NOT be let in through any locked entrance.

## **Bus Safety**

Bus safety is important to and from school and on field trips. Students should not distract 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. If students do not comply, appropriate consequences, including the loss of bus privileges, will be imposed.

## **Crisis Response Drills**

Fire, disaster and lock down drills are practiced many times throughout the school year. It is our hope that we never need to use the procedures in a real disaster situation. Knowing what to do, where to go, how to get to safety and whom to follow are all critical. We ask for the complete cooperation of every student during every drill. Procedures will be reviewed by advisors as well as by classroom teachers. Please refer to the school website for further information.